



CITY COUNCIL SPECIAL & REGULAR MEETING AGENDA

September 21, 2015

6:15 p.m. Special Meeting – Conduct interviews for Parks & Recreation Board,
Discuss/Evaluate Qualifications of Applicants, and Potential
Action to Appoint, Council Chambers

7:00 p.m. Regular Meeting, Council Chambers

PAGE NO.

SPECIAL MEETING

1. CALL TO ORDER 2. ROLL CALL

3. ADVISORY BOARD
INTERVIEWS /
DISCUSSION /
APPOINTMENTS

- a. Conduct Interviews of Applicants to the Parks and Recreation Advisory Board.
- b. Discuss and Evaluate Qualifications of Applicants to the Parks and Recreation Board.
- c. Motion to Approve an Appointment to the Parks & Recreation Board.

3.

4. ADJOURNMENT

To Regular Meeting.

REGULAR MEETING

1. CALL TO ORDER 2. PLEDGE OF ALLEGIANCE 3. ROLL CALL

4. AGENDA
CONFIRMATION

5. PRESENTATION

- a. Presentation on the Big Read Program by the King County Library System.

6. PUBLIC COMMENT

Individuals will please limit their comments to two minutes on general issues not on the agenda. Concerns will be referred to staff for a response as appropriate and will be included in the next City Manager's Report. The Council will take comments for a maximum of 20 minutes.

City Council meetings are accessible to persons with disabilities. American Sign Language (ASL) interpretation is available upon request. Please phone (206) 248-5517 at least 48 hours prior to the meeting to request assistance. Assisted listening devices are available upon request.

COUNCILMEMBERS

Lucy Krakowiak, Mayor
Lauren Berkowitz

Nancy Tosta, Deputy Mayor
Bob Edgar Gerald F. Robison

Stephen Armstrong
Debi Wagner

City Hall, 400 SW 152nd Street, 1st Floor

CITY COUNCIL SPECIAL & REGULAR MEETING AGENDA

September 21, 2015

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|---|---|---------|
| 7. CORRESPONDENCE
TO THE COUNCIL | a. E-mail Dated August 12, 2015, from Margaret Ranes. | 5. |
| | b. E-mail Dated August 13, 2015, from John Poitras. | 7. |
| | c. E-mail Dated August 14, 2015, from Judith White. | 9. |
| | d. E-mail Dated September 9, 2015, from Robbie Howell. | 11. |
| | e. E-mail Dated September 13, 2015, from Carol Schroeter. | 13. |
|
8. CONSENT AGENDA |
a. Approval of Check Register: Check Numbers 41384 – 41641 in the Amount of \$1,907,846.02 for Payment on September 21, 2015; Payroll Salaries and Benefits Approval Check Numbers 6607 – 6617 for Direct Deposits and Wire Transfers in the Amount of \$270,023.54 for August 1 – August 15, 2015, Paid on August 20, 2015; and, Payroll Salaries and Benefits Approval Check Numbers 6618 – 6637 for Direct Deposits and Wire Transfers in the Amount of \$355,239.70 for August 16 – August 31, 2015, Paid on September 4, 2015. |
17. |
| | b. Approval of Minutes: Regular Meeting, August 17, 2015. | 55. |
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9. BUSINESS AGENDA |
a. Discussion and Approval of Questions for BEDP for Joint Meeting on September 28, 2015. (20 mins.) |
59. |
| | b. Discussion and Possible Action Regarding Arts Commission Position. (10 mins.) | 67. |
| | c. Public Hearing on Revenue Sources and Expenditures for 2015-2016 Mid-biennial Budget Review and Update. (15 mins.) | 69. |
| | d. Discussion and Possible Motion to Approve the 2015-2018 Cost Sharing Agreement with the Highline School District for the School Resource Officer. (20 mins.) | 73. |
| | e. Discussion on and Possible Motion to Adopt the City Council Meeting Guidelines. (30 mins.) | 81. |
| | f. Review of Council Proposed Agenda Schedule. (10 mins.) | 173. |
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10. COUNCIL REPORTS | | |
|
11. CITY MANAGER'S
REPORT | | |
|
12. ADJOURNMENT | | |

CITY OF BURIEN AGENDA BILL

Agenda Subject: Motion to Approve an Appointment to the Parks & Recreation Board		Meeting Date: September 21, 2015
Department: City Manager	Attachments:	Fund Source: N/A Activity Cost: N/A Amount Budgeted: N/A Unencumbered Budget Authority: N/A
Contact: Monica Lusk, City Clerk		
Telephone: (206) 248-5517		
Adopted Work Plan Priority: Yes No X	Work Plan Item Description:	
PURPOSE/REQUIRED ACTION:		
The purpose of this agenda item is for Council to make an appointment to the Parks & Recreation Board.		
Background (<i>Include prior Council Action and Discussions</i>):		
A call for volunteers to serve on Burien’s Parks and Recreation Board was placed in the Westside Weekly, TBC 21, the B-Town Blog, White Center Now, and on the City’s Facebook page and website. Six (6) applications were received to fill one (1) vacancy of which three applicants withdrew. The term of the position to be filled will expire on March 31, 2017.		
OPTIONS (<i>Including fiscal impacts</i>):		
1. Appoint applicant to fill the vacancy with the term noted. 2. Do not appoint any of the applicants, and re-advertise.		
Administrative Recommendation: Per Council direction.		
Advisory Board Recommendation: N/A		
Suggested Motion: Move to appoint to the Parks & Recreation Board _____ to Position 6 to an unexpired term that will begin on September 21, 2015 and end on March 31, 2017.		
Submitted by: Monica Lusk Administration _____ City Manager _____		
Today's Date: September 16, 2015		File Code: R:/CC/AgendaBill2015/092115cm-3 pksbdappt

Monica Lusk

From: Public Council Inbox
Sent: Wednesday, August 19, 2015 5:42 PM
To: 'Margaret Ranes'
Subject: RE: Evergreen Community Aquatic Center

Dear Ms. Ranes,

Thank you for writing the City Council to express your concerns. Your email will be included in a future Council agenda packet as Correspondence to the Council.

Best regards,

Monica Lusk
City Clerk
City of Burien
(206) 248-5517
monical@burienwa.gov
www.burienwa.gov

-----Original Message-----

From: Margaret Ranes [<mailto:mranes@seanet.com>]
Sent: Wednesday, August 12, 2015 11:34 PM
To: kcexec@kingcounty.gov
Cc: Public Council Inbox
Subject: Evergreen Community Aquatic Center

8-12-15

Dear Government Officials,

The Evergreen Community Aquatic Center is a great asset to King County and the communities that surround the pool. It provides healthy recreation and good swimming instruction to children and adults alike. In the past month or so more problems have arisen with the pool's old equipment and it needs some repairs. It is such a great facility that I think it is important for King County and the City of Burien to make a effort to do what is necessary to make sure that this pool is repaired and maintained so it can continue to serve the many people that use it. PLEASE make an effort to keep this pool available to all the people in the community.

Thank you for your sincere and prompt attention to this matter.

Sincerely,
Margaret Ranes

CTLC: 9/21/15

Monica Lusk

From: Public Council Inbox
Sent: Wednesday, August 19, 2015 5:47 PM
To: 'john poitras'
Subject: RE: Gift cards for vagrants

Mr. Poitras,

Thank you for writing the City Council to express your concerns. Your email will be included in a future Council agenda packet as Correspondence to the Council.

Best regards,

Monica Lusk
City Clerk
City of Burien
(206) 248-5517
monical@burienwa.gov
www.burienwa.gov

From: john poitras [<mailto:poitrasjohn@comcast.net>]
Sent: Thursday, August 13, 2015 5:39 PM
To: Public Council Inbox
Subject: Gift cards for vagrants

Council Members:

I know nothing about the background on this except some members of the council seem to feel that vagrants have more rights than the residents to use our public facilities like for example our Library.

That being said, I was shocked to hear on the local tv news that the Burien City Council has a plan to give gift cards away to all deserving vagrants? (I guess deserving is subjective?)

IF this is true did anyone consider that this is like putting out a neon billboard announcing to all the vagrants in the state to come on over to Burien and we will give you a gift card? Burien=free money !

If anyone on the council is under the very false impression that this is going to reduce our vagrant population its obvious to me that this will produce the very opposite effect.

This action will exponentially increase the number of vagrants using Burien as a watering hole.

Please reconsider this nutty idea and go back to the drawing board, maybe find some manual labor they can perform for minimum wage?...

The last thing we need in Burien is MORE VAGRANTS!

In all sincerity ,

CTC: 9/21/15

Best Regards,

Monica Lusk

From: Public Council Inbox
Sent: Wednesday, August 19, 2015 5:52 PM
To: 'Judith White'
Subject: RESOURCES AVAILABLE TO MANUFACTURED/MOBILE HOME OWNERS

Ms. White,

Thank you for writing the City Council to express your concerns. Your email will be included in a future Council agenda packet as Correspondence to the Council.

Best regards,

Monica Lusk
City Clerk
City of Burien
(206) 248-5517
monical@burienwa.gov
www.burienwa.gov

From: Judith White [<mailto:LegActTeamTwo@msn.com>]
Sent: Friday, August 14, 2015 6:35 PM
Subject: To KG 081715 - RESOURCES AVAILABLE TO MANUFACTURED/MOBILE HOME OWNERS

Ms. White,

Thank you for writing the City Council to transmit resources for manufactured/mobile home owners. Your email will be included in a future Council agenda packet as Correspondence to the Council.

Best regards,

Monica Lusk
City Clerk
City of Burien
(206) 248-5517
monical@burienwa.gov
www.burienwa.gov

RESOURCES FOR MANUFACTURED/MOBILE HOME OWNERS

Copies of the Law that govern Manufactured/Mobile Home Landlord/Tenants are available on the State Web site, or on the Attorney General's web site. RCW stands for "Revised Code of Washington" - RCW 59.20 <http://apps.leg.wa.gov/rcw/default.aspx?cite=59.20#>

CTC: 9/21/15

The Attorney General's Manufactured/Mobile Home Dispute Resolution Program promotes stable housing communities by providing access to justice and ensuring compliance with the States Manufactured/Mobile Home Landlord/Tenant Act RCW 59.20. If you live in one of the 1,600+ communities in Washington State and feel your rights are being violated please call for help, you are paying for this program. **Call: 1-866-924-6458 Statewide or 206-464-6049 - King County.**
Go Online to: www.atg.wa.gov/mhdr.aspx

Coordinated Legal Education Advice and Referral, CLEAR, 1-888-201-1014, a toll free hotline for qualified low-income individuals staffed by trained paralegals and lawyers who can answer legal questions and provide appropriate referrals.

Northwest Justice Project: Legal Aid, 206-464-1519 <http://www.nwjusticeproject.org>

HUD Housing and Urban Development - 1-800-927-2891

Manufactured/Mobile Home Owners of America-MHOA, 360-373-2436,
mhoaoffice@mhoa.net, website: www.mhoa.net

Association of Manufactured Home Owners-AMHO - www.wamho.org

Washington State Human Rights Commission, Fair Housing Unit, Melbourne Tower 1511 3rd Ave. Suite 921, Seattle, WA. 98101-1626 -**1-800-605-7324**

Labor & Industries -L&I, Information 1-800-547-8367, Contractor Fraud, 1888-811-5974 - Contact when you are making Repairs or Structural changes to your home.

Supplies for Home Repair: **Mobile Home Guys**-Tad Poirier 253-735-5155
www.mobilehomesupply.com

The ***Legislative Action Team (LAT)*** serving the Manufactured/Mobile Home Community is open to all Tenants - Computer driven, designed to let you know your legislators, and solicits your help to get legislation passed that benefits homeowners. It is free and membership in a State Organization is not required. LegActTeam@msn.com .

Manufactured/Mobile Home Communities of Washington (MHCW) is the Park Owners Association. Approx. 500 members. www.mhcnw.org 1-800-345-5608

Call your Local City Code Compliance Officer for health and safety issues in your Community.

Judith E. White serves currently as Chair of the Legislative Action Team, MHOA Board and lived 21 years in a Senior Manufactured/Mobile Home Community. Currently resides in West Seattle.

8/14/2015

CTTC: 9/11/15

Carol Allread

From: Public Council Inbox
Sent: Friday, September 11, 2015 1:09 PM
To: 'RobbieHowell'
Subject: RE: The New Burien City Magazine

cc: Katie Trefry,
Communications Officer

Dear Ms. Howell,

Thank you for writing to the City Council to express your concerns. Your email will be included in a future Council agenda packet as Correspondence to the Council.

Sincerely,

Carol Allread
Executive Assistant
City Manager Office
206-248-5508

From: RobbieHowell [mailto:robbietherealtor@hotmail.com]
Sent: Wednesday, September 09, 2015 11:08 AM
To: Public Council Inbox
Subject: The New Burien City Magazine

Honorable Mayor and Council Members:

The new Burien City magazine/newsletter is great! Now Burien has a periodical that moves it into the 21st century instead of its non-business like appearing newsletters of the past. This is a new newsletter/magazine that realtors, city officials, Discover Burien, residents and tourism promoters can display with pride to discuss why Burien is a great small city to live in, do business in or play in.

The article and diagram on the new NERA storm water facility (pages 16&17) was excellent in its explanation of what was built in the area and how it operates. It also explains what and why NERA is now ready for business. Most citizens in Burien have had difficulty understanding what NERA is and what has been going on in the area. Also there is a good brief discussion on the Miller Creek Trail for walking and bike recreational opportunities.

This newsletter is a magazine for Burien residents to be proud of when they see it displayed at the airport, in other cities' tourist materials, at conferences or in real estate offices. It is a very cost effective newsletter in that the advertising in it pays for its publication. I hope that other Burien businesses and organizations will advertise in the next issue. A spread of Burien's diverse restaurants would be fabulous to see.

My thanks to the City Council, the city staff, the publisher, Discover Burien and the first advertisers for making this newsletter happen. Kudos to all of you.

Robbie Howell

Lifetime Resident and Burien Supporter

Carol Allread

From: Michael Lafreniere
Sent: Tuesday, September 15, 2015 11:08 AM
To: yumussels@comcast.net
Cc: Public Council Inbox
Subject: FW: Sea hurst Park and adjacent Burien Beaches
Attachments: IMG_0617.JPG; IMG_0619.JPG

Ms. Schroeter,

I've been asked to get back to you about your inquiry to the City Council.

I believe you are referring to the annual bloom of sea lettuce (Ulva) which usually reaches its peak in late August and begins to die off in September. I've consulted with the marine science teacher at the Marine Science and Technology Center, Joe Weiss, and he doubts that the sea lettuce is causing a die-off of other species, so he recommended that no clean-up is needed. According to Mr. Weiss, the sea lettuce is already starting to disappear there and by the end of September will be noticeably diminished. The first storm of the fall will wash most of it off to deeper water.

Thank you for your inquiry. I appreciate your concern for the park and its residents.

Michael Lafreniere, Director
Burien Parks and Recreation

-----Original Message-----

From: yumussels@comcast.net [mailto:yumussels@comcast.net]
Sent: Sunday, September 13, 2015 10:06 PM
To: Public Council Inbox <council@burienwa.gov>
Subject: Seahurst Park and adjacent Burien Beaches

I took these photos this morning. The miles of seaweed have covered our beaches several weeks now. When the tide comes in, it accordions up to the shore 1-2 feet. When the tide goes out, it blankets the beach. The sand dollars are dying, and I saw only one sea star, and it was decaying also. It is changing to deep green/black and beginning to stink. Does Burien have a plan to remove it before it is a health issue for the residents, thank you. Carol Schroeter





COMPUTER CHECK REGISTER

CHECK REGISTER APPROVAL

WE, THE MEMBERS OF THE CITY COUNCIL OF BURIEN, WASHINGTON, HAVING RECEIVED DEPARTMENT CERTIFICATION THAT MERCHANDISE AND/OR SERVICES HAVE BEEN RECEIVED OR RENDERED, DO HEREBY APPROVE FOR PAYMENT ON **This 21st day of September 2015** THE FOLLOWING:

CHECK NOS. **41384-41641**

IN THE AMOUNT OF **\$1,907,846.02**

WITH VOIDED CHECK NOS. **0**

PAYROLL SALARIES AND BENEFITS APPROVAL

FOR **August 1st – August 15th** PAID ON **August 20th 2015**

CHECK NOS. **6607-6617**

DIRECT DEPOSITS AND WIRE TRANSFERS IN THE AMOUNT OF: **\$270,023.54**

PAYROLL SALARIES AND BENEFITS APPROVAL

FOR **August 16th – August 31st** PAID ON **September 4th 2015**

CHECK NOS. **6618-6637**

DIRECT DEPOSITS AND WIRE TRANSFERS IN THE AMOUNT OF: **\$355,239.70**

Accounts Payable

Checks for Approval



User: cathy
Printed: 09/16/2015 - 8:29 AM

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
41384	08/12/2015	General Fund	Postage	US Postal Service	2,681.75
Check Total:					2,681.75
41385	09/08/2015	General Fund	Professional Services	ABC Legal	7.00
41385	09/08/2015	General Fund	Professional Services	ABC Legal	7.00
41385	09/08/2015	General Fund	Professional Services	ABC Legal	7.00
41385	09/08/2015	General Fund	Professional Services	ABC Legal	7.00
41385	09/08/2015	General Fund	Professional Services	ABC Legal	50.00
Check Total:					78.00
41386	09/08/2015	Street Fund	Professional Services	Affordable Backflow Testing	320.00
Check Total:					320.00
41387	09/08/2015	General Fund	Office and Operating Supplies	Ace Hardware	5.02
41387	09/08/2015	General Fund	Office and Operating Supplies	Ace Hardware	2.51
41387	09/08/2015	General Fund	Office and Operating Supplies	Ace Hardware	99.56
41387	09/08/2015	General Fund	Repairs and Maintenance	Ace Hardware	69.78
41387	09/08/2015	General Fund	Office and Operating Supplies	Ace Hardware	42.64
41387	09/08/2015	General Fund	Office and Operating Supplies	Ace Hardware	44.50
41387	09/08/2015	General Fund	Office and Operating Supplies	Ace Hardware	43.16
41387	09/08/2015	General Fund	Office and Operating Supplies	Ace Hardware	80.99
41387	09/08/2015	General Fund	Office and Operating Supplies	Ace Hardware	75.13
41387	09/08/2015	General Fund	Office and Operating Supplies	Ace Hardware	18.60
41387	09/08/2015	General Fund	Office and Operating Supplies	Ace Hardware	39.40
41387	09/08/2015	General Fund	Office and Operating Supplies	Ace Hardware	32.37
41387	09/08/2015	Street Fund	Office and Operating Supplies	Ace Hardware	186.97
41387	09/08/2015	Street Fund	Office and Operating Supplies	Ace Hardware	16.16
41387	09/08/2015	Street Fund	Office and Operating Supplies	Ace Hardware	167.27

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
				Check Total:	924.06
41388	09/08/2015	General Fund	Small Tools & Minor Equipment	Applied Concepts Inc	2,094.19
				Check Total:	2,094.19
41389	09/08/2015	Street Fund	Office and Operating Supplies	Alpine Fence Company	1,271.65
				Check Total:	1,271.65
41390	09/08/2015	General Fund	Small Tools & Minor Equipment	Alpine Products Inc	87.05
				Check Total:	87.05
41391	09/08/2015	General Fund	Fuel Consumed	Amerigas	161.99
				Check Total:	161.99
41392	09/08/2015	General Fund	Office and Operating Supplies	Aramark Uniform Services	38.42
				Check Total:	38.42
41393	09/08/2015	Surface Water Management Fund	Registration-Training/Workshop	Argus Pacific Inc.	200.00
				Check Total:	200.00
41394	09/08/2015	General Fund	Telephone/Internet	STEPHEN ARMSTRONG	39.99
				Check Total:	39.99
41395	09/08/2015	General Fund	Office and Operating Supplies	Aquatic Specialty Services Inc	16.75
				Check Total:	16.75
41396	09/08/2015	General Fund	Telephone/Internet	LAUREN BERKOWITZ	57.99
				Check Total:	57.99
41397	09/08/2015	Transportation CIP	Construction	Blackline, Inc.	168,377.84
41397	09/08/2015	Transportation CIP	Retainage Payable	Blackline, Inc.	-8,418.89

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
Check Total:					159,958.95
41398	09/08/2015	General Fund	Instructors Prof Srvs	Brent Botkin	125.00
Check Total:					125.00
41399	09/08/2015	General Fund	Printing/Binding/Copying	Brim Press LLC	465.38
Check Total:					465.38
41400	09/08/2015	General Fund	Professional Services	Michael E Brunk	100.00
Check Total:					100.00
41401	09/08/2015	Surface Water Management Fund	Repairs and Maintenance	Bryant's Tractor & Mower Inc	70.58
41401	09/08/2015	Street Fund	Repairs and Maintenance	Bryant's Tractor & Mower Inc	70.59
41401	09/08/2015	Street Fund	Repairs and Maintenance	Bryant's Tractor & Mower Inc	60.24
41401	09/08/2015	Surface Water Management Fund	Repairs and Maintenance	Bryant's Tractor & Mower Inc	60.25
41401	09/08/2015	Surface Water Management Fund	Small Tools & Minor Equipment	Bryant's Tractor & Mower Inc	109.48
41401	09/08/2015	Street Fund	Small Tools & Minor Equipment	Bryant's Tractor & Mower Inc	109.48
41401	09/08/2015	Street Fund	Repairs and Maintenance	Bryant's Tractor & Mower Inc	57.49
41401	09/08/2015	Surface Water Management Fund	Repairs and Maintenance	Bryant's Tractor & Mower Inc	57.49
41401	09/08/2015	Surface Water Management Fund	Office and Operating Supplies	Bryant's Tractor & Mower Inc	24.50
41401	09/08/2015	Street Fund	Office and Operating Supplies	Bryant's Tractor & Mower Inc	24.50
41401	09/08/2015	Surface Water Management Fund	Office and Operating Supplies	Bryant's Tractor & Mower Inc	82.46
41401	09/08/2015	Street Fund	Office and Operating Supplies	Bryant's Tractor & Mower Inc	82.47
41401	09/08/2015	Surface Water Management Fund	Repairs and Maintenance	Bryant's Tractor & Mower Inc	19.16
41401	09/08/2015	Street Fund	Repairs and Maintenance	Bryant's Tractor & Mower Inc	19.16
41401	09/08/2015	Street Fund	Office and Operating Supplies	Bryant's Tractor & Mower Inc	10.94
41401	09/08/2015	Surface Water Management Fund	Office and Operating Supplies	Bryant's Tractor & Mower Inc	10.95
Check Total:					869.74
41402	09/08/2015	Street Fund	Office and Operating Supplies	Burien Bark LLC	36.45
Check Total:					36.45
41403	09/08/2015	General Fund	Recreation Guide	Creative Fuel Studios	2,375.00
Check Total:					2,375.00
41404	09/08/2015	Transportation CIP	Design - Engineering	CH2M Hill	52,316.53

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
Check Total:					52,316.53
41405	09/08/2015	General Fund	Repairs and Maintenance	Clay Art Center Inc	199.29
Check Total:					199.29
41406	09/08/2015	General Fund	Telephone/Internet	CenturyLink	60.82
Check Total:					60.82
41407	09/08/2015	General Fund	Admission and Entrance Fees	Key Bank	22.00
41407	09/08/2015	General Fund	Admission and Entrance Fees	Key Bank	22.00
41407	09/08/2015	General Fund	Admission and Entrance Fees	Key Bank	22.00
41407	09/08/2015	General Fund	Admission and Entrance Fees	Key Bank	270.00
41407	09/08/2015	General Fund	Office and Operating Supplies	Key Bank	8.74
41407	09/08/2015	General Fund	Office and Operating Supplies	Key Bank	14.22
41407	09/08/2015	General Fund	Admission and Entrance Fees	Key Bank	730.00
41407	09/08/2015	General Fund	Office and Operating Supplies	Key Bank	52.00
41407	09/08/2015	General Fund	Admission and Entrance Fees	Key Bank	22.00
41407	09/08/2015	General Fund	Office and Operating Supplies	Key Bank	11.16
41407	09/08/2015	General Fund	Office and Operating Supplies	Key Bank	65.49
41407	09/08/2015	General Fund	Office and Operating Supplies	Key Bank	305.71
41407	09/08/2015	General Fund	Office and Operating Supplies	Key Bank	20.00
41407	09/08/2015	General Fund	Miscellaneous	Key Bank	253.20
41407	09/08/2015	General Fund	Office and Operating Supplies	Key Bank	161.03
41407	09/08/2015	General Fund	Office and Operating Supplies	Key Bank	70.84
41407	09/08/2015	General Fund	Office and Operating Supplies	Key Bank	20.93
41407	09/08/2015	General Fund	Admission and Entrance Fees	Key Bank	63.00
41407	09/08/2015	General Fund	Admission and Entrance Fees	Key Bank	420.00
41407	09/08/2015	General Fund	Admission and Entrance Fees	Key Bank	204.00
41407	09/08/2015	General Fund	Office and Operating Supplies	Key Bank	28.15
41407	09/08/2015	General Fund	Burien Marketing Strategy	Key Bank	182.40
41407	09/08/2015	General Fund	Professional Services	Key Bank	104.04
41407	09/08/2015	General Fund	Memberships and Dues	Key Bank	620.00
41407	09/08/2015	General Fund	Registration-Training/Workshop	Key Bank	695.00
41407	09/08/2015	General Fund	Burien Marketing Strategy	Key Bank	107.48
41407	09/08/2015	General Fund	Registration-Training/Workshop	Key Bank	425.00
41407	09/08/2015	General Fund	Memberships and Dues	Key Bank	560.00
41407	09/08/2015	General Fund	Citizens Patrol/ Crime Prevent	Key Bank	369.05
41407	09/08/2015	General Fund	Printing/Binding/Copying	Key Bank	32.50
41407	09/08/2015	General Fund	Professional Services	Key Bank	29.99
41407	09/08/2015	General Fund	Memberships and Dues	Key Bank	219.00
41407	09/08/2015	General Fund	Other Travel	Key Bank	415.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
41407	09/08/2015	General Fund	Sftwre Subscript & Licensing	Key Bank	29.99
41407	09/08/2015	General Fund	Registration-Training/Workshop	Key Bank	750.00
41407	09/08/2015	General Fund	Other Travel	Key Bank	-16.60
41407	09/08/2015	General Fund	Office and Operating Supplies	Key Bank	256.09
41407	09/08/2015	General Fund	Office and Operating Supplies	Key Bank	23.01
41407	09/08/2015	General Fund	Admission and Entrance Fees	Key Bank	206.72
41407	09/08/2015	General Fund	Office and Operating Supplies	Key Bank	22.32
41407	09/08/2015	General Fund	Office and Operating Supplies	Key Bank	17.49
41407	09/08/2015	General Fund	Office and Operating Supplies	Key Bank	14.91
41407	09/08/2015	General Fund	Office and Operating Supplies	Key Bank	71.06
41407	09/08/2015	General Fund	Admission and Entrance Fees	Key Bank	660.00
41407	09/08/2015	General Fund	Admission and Entrance Fees	Key Bank	898.88
41407	09/08/2015	General Fund	Office and Operating Supplies	Key Bank	29.53
41407	09/08/2015	General Fund	Office and Operating Supplies	Key Bank	49.48
41407	09/08/2015	General Fund	Office and Operating Supplies	Key Bank	10.00
41407	09/08/2015	General Fund	Admission and Entrance Fees	Key Bank	242.00
41407	09/08/2015	General Fund	Office and Operating Supplies	Key Bank	47.97
41407	09/08/2015	General Fund	Office and Operating Supplies	Key Bank	13.97
41407	09/08/2015	General Fund	Office and Operating Supplies	Key Bank	55.39
41407	09/08/2015	General Fund	Software Subscription Costs	Key Bank	29.00
41407	09/08/2015	General Fund	Admission and Entrance Fees	Key Bank	17.54
41407	09/08/2015	General Fund	Office and Operating Supplies	Key Bank	110.97
41407	09/08/2015	General Fund	Admission and Entrance Fees	Key Bank	169.00
41407	09/08/2015	General Fund	Senior Trips	Key Bank	20.00
41407	09/08/2015	General Fund	Office and Operating Supplies	Key Bank	26.22
41407	09/08/2015	General Fund	Office and Operating Supplies	Key Bank	14.18
41407	09/08/2015	General Fund	Office and Operating Supplies	Key Bank	54.24
41407	09/08/2015	General Fund	Office and Operating Supplies	Key Bank	43.78
41407	09/08/2015	General Fund	Office and Operating Supplies	Key Bank	8.76
41407	09/08/2015	General Fund	Office and Operating Supplies	Key Bank	2.59
41407	09/08/2015	General Fund	Office and Operating Supplies	Key Bank	45.35
41407	09/08/2015	General Fund	Office and Operating Supplies	Key Bank	2.69
41407	09/08/2015	General Fund	Admission and Entrance Fees	Key Bank	440.00
41407	09/08/2015	General Fund	Memberships and Dues	Key Bank	30.00
41407	09/08/2015	Surface Water Management Fund	Registration-Training/Workshop	Key Bank	150.00
41407	09/08/2015	Street Fund	Registration-Training/Workshop	Key Bank	85.00
41407	09/08/2015	Street Fund	Registration-Training/Workshop	Key Bank	-60.00
41407	09/08/2015	Surface Water Management Fund	Office and Operating Supplies	Key Bank	11.25
41407	09/08/2015	General Fund	Small Tools & Minor Equipment	Key Bank	304.21
41407	09/08/2015	General Fund	Small Tools & Minor Equipment	Key Bank	205.45
41407	09/08/2015	General Fund	Parks Building Security	Key Bank	14.99
41407	09/08/2015	General Fund	Office and Operating Supplies	Key Bank	33.58
41407	09/08/2015	General Fund	Office and Operating Supplies	Key Bank	36.78
41407	09/08/2015	General Fund	Repairs and Maintenance	Key Bank	184.13
41407	09/08/2015	General Fund	Office and Operating Supplies	Key Bank	105.21

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
41407	09/08/2015	General Fund	Software Subscription Fees	Key Bank	59.95
41407	09/08/2015	General Fund	Registration-Training/Workshop	Key Bank	335.00
Check Total:					12,408.01
41408	09/08/2015	General Fund	Public Defender	W. Tracy Codd	450.00
Check Total:					450.00
41409	09/08/2015	General Fund	Online Video Streaming	Comcast Corporation	48.91
41409	09/08/2015	General Fund	Utilities	Comcast Corporation	82.44
41409	09/08/2015	General Fund	Utilities	Comcast Corporation	104.08
41409	09/08/2015	Street Fund	Telephone	Comcast Corporation	47.04
41409	09/08/2015	Surface Water Management Fund	Telephone	Comcast Corporation	47.04
41409	09/08/2015	General Fund	Drug Seizure Proceeds KCSO	Comcast Corporation	69.95
Check Total:					399.46
41410	09/08/2015	General Fund	Operating Rentals and Leases	Construction Site Services	125.00
Check Total:					125.00
41411	09/08/2015	General Fund	Instructors Prof Svcs	Janet S. Crawley	60.00
Check Total:					60.00
41412	09/08/2015	Street Fund	Utilities - Traffic Signals	City of Seattle	71.50
41412	09/08/2015	Street Fund	Utilities - Traffic Signals	City of Seattle	16.18
41412	09/08/2015	Street Fund	Utilities - Traffic Signals	City of Seattle	108.21
41412	09/08/2015	Street Fund	Utilities - Traffic Signals	City of Seattle	49.53
41412	09/08/2015	Street Fund	Utilities - Traffic Signals	City of Seattle	67.40
41412	09/08/2015	Street Fund	Utilities - Traffic Signals	City of Seattle	53.46
41412	09/08/2015	Street Fund	Utilities - Traffic Signals	City of Seattle	105.16
41412	09/08/2015	Street Fund	Utilities - Traffic Signals	City of Seattle	130.54
41412	09/08/2015	Street Fund	Utilities - Traffic Signals	City of Seattle	36.45
41412	09/08/2015	General Fund	Utilities	City of Seattle	15.54
41412	09/08/2015	Street Fund	Utilities-Street Lighting	City of Seattle	141.17
41412	09/08/2015	Street Fund	Utilities - Traffic Signals	City of Seattle	17.00
41412	09/08/2015	General Fund	Utilities	City of Seattle	15.60
41412	09/08/2015	General Fund	Utilities	City of Seattle	18.22
41412	09/08/2015	Street Fund	Utilities - Traffic Signals	City of Seattle	16.27
41412	09/08/2015	Street Fund	Utilities - Traffic Signals	City of Seattle	90.43
41412	09/08/2015	Street Fund	Utilities - Traffic Signals	City of Seattle	86.68
41412	09/08/2015	Street Fund	Utilities - Traffic Signals	City of Seattle	102.47

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
41412	09/08/2015	Street Fund	Utilities - Traffic Signals	City of Seattle	44.55
41412	09/08/2015	Street Fund	Utilities - Traffic Signals	City of Seattle	94.44
41412	09/08/2015	Street Fund	Utilities - Traffic Signals	City of Seattle	157.13
41412	09/08/2015	Street Fund	Utilities - Traffic Signals	City of Seattle	105.16
41412	09/08/2015	Street Fund	Utilities - Traffic Signals	City of Seattle	84.58
41412	09/08/2015	General Fund	Utilities	City of Seattle	140.12
41412	09/08/2015	Street Fund	Utilities - Traffic Signals	City of Seattle	37.84
41412	09/08/2015	Street Fund	Utilities - Traffic Signals	City of Seattle	88.15
41412	09/08/2015	Street Fund	Utilities - Traffic Signals	City of Seattle	77.26
41412	09/08/2015	Street Fund	Utilities - Traffic Signals	City of Seattle	113.01
41412	09/08/2015	Street Fund	Utilities - Traffic Signals	City of Seattle	15.79
41412	09/08/2015	Street Fund	Utilities - Traffic Signals	City of Seattle	51.01
41412	09/08/2015	Street Fund	Utilities - Traffic Signals	City of Seattle	16.31
41412	09/08/2015	Street Fund	Utilities - Traffic Signals	City of Seattle	77.08
41412	09/08/2015	Street Fund	Utilities - Traffic Signals	City of Seattle	126.87
41412	09/08/2015	Street Fund	Utilities - Traffic Signals	City of Seattle	18.49
41412	09/08/2015	Street Fund	Utilities - Traffic Signals	City of Seattle	15.50
41412	09/08/2015	Street Fund	Utilities - Traffic Signals	City of Seattle	15.53
41412	09/08/2015	Street Fund	Utilities - Traffic Signals	City of Seattle	54.16
41412	09/08/2015	General Fund	Utilities	City of Seattle	10.46
41412	09/08/2015	General Fund	Utilities	City of Seattle	34.30
41412	09/08/2015	General Fund	Utilities	City of Seattle	399.26
41412	09/08/2015	General Fund	Utilities	City of Seattle	64.27
41412	09/08/2015	Street Fund	Utilities - Traffic Signals	City of Seattle	444.54
41412	09/08/2015	General Fund	Utilities	City of Seattle	334.85
41412	09/08/2015	General Fund	Utilities	City of Seattle	553.26
41412	09/08/2015	General Fund	Utilities	City of Seattle	2,034.43
41412	09/08/2015	Street Fund	Utilities - Traffic Signals	City of Seattle	63.83
41412	09/08/2015	General Fund	Utilities	City of Seattle	617.38
41412	09/08/2015	General Fund	Utilities	City of Seattle	159.58
41412	09/08/2015	Street Fund	Utilities - Traffic Signals	City of Seattle	112.31
41412	09/08/2015	General Fund	Utilities	City of Seattle	37.24
41412	09/08/2015	Street Fund	Utilities - Traffic Signals	City of Seattle	7.54
41412	09/08/2015	Street Fund	Utilities-Street Lighting	City of Seattle	24.66
41412	09/08/2015	Street Fund	Utilities - Traffic Signals	City of Seattle	115.20
41412	09/08/2015	Street Fund	Utilities-Street Lighting	City of Seattle	28.77
41412	09/08/2015	Street Fund	Utilities-Street Lighting	City of Seattle	5,135.84
41412	09/08/2015	Street Fund	Utilities - Traffic Signals	City of Seattle	265.61
Check Total:					12,918.12
41413	09/08/2015	General Fund	Utilities	City Of Seattle	18.36
41413	09/08/2015	General Fund	Utilities	City Of Seattle	28.22
41413	09/08/2015	General Fund	Utilities	City Of Seattle	47.45
41413	09/08/2015	General Fund	Utilities	City Of Seattle	89.12

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
41413	09/08/2015	General Fund	Utilities	City Of Seattle	436.16
41413	09/08/2015	General Fund	Utilities	City Of Seattle	31.28
41413	09/08/2015	General Fund	Utilities	City Of Seattle	1,221.17
Check Total:					1,871.76
41414	09/08/2015	Street Fund	Operating Rentals and Leases	City of SeaTac	287.50
41414	09/08/2015	Surface Water Management Fund	Operating Rentals and Leases	City of SeaTac	287.50
Check Total:					575.00
41415	09/08/2015	General Fund	Discover Burien	Discover Burien Association	6,958.33
41415	09/08/2015	General Fund	Discover Burien - Clean & Safe	Discover Burien Association	3,328.00
Check Total:					10,286.33
41416	09/08/2015	General Fund	Burien Marketing Strategy	Daily Journal of Commerce	391.95
Check Total:					391.95
41417	09/08/2015	General Fund	Operating Rentals and Leases	D&L Property Management LLC	490.00
Check Total:					490.00
41418	09/08/2015	General Fund	Instructors Prof Svcs	Double Cone LLC	180.00
Check Total:					180.00
41419	09/08/2015	General Fund	Professional Services	Dunbar Armored Inc	128.15
Check Total:					128.15
41420	09/08/2015	General Fund	Nuisance and Abatement Costs	Dunn Lumber Co.	37.00
41420	09/08/2015	General Fund	Nuisance and Abatement Costs	Dunn Lumber Co.	9.83
41420	09/08/2015	Street Fund	Office and Operating Supplies	Dunn Lumber Co.	151.04
41420	09/08/2015	Street Fund	Office and Operating Supplies	Dunn Lumber Co.	65.86
41420	09/08/2015	Street Fund	Office and Operating Supplies	Dunn Lumber Co.	46.22
41420	09/08/2015	Street Fund	Office and Operating Supplies	Dunn Lumber Co.	112.04
41420	09/08/2015	Street Fund	Office and Operating Supplies	Dunn Lumber Co.	68.76
Check Total:					490.75
41421	09/08/2015	General Fund	Professional Services	Ann Durant	481.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
Check Total:					481.00
41422	09/08/2015	General Fund	Repairs and Maintenance	Eden Advanced Pests Tech.	82.13
41422	09/08/2015	General Fund	Repairs and Maintenance	Eden Advanced Pests Tech.	93.08
Check Total:					175.21
41423	09/08/2015	General Fund	Telephone/Internet	ROBERT EDGAR	69.95
Check Total:					69.95
41424	09/08/2015	General Fund	Admission and Entrance Fees	Experience Music Project	567.00
Check Total:					567.00
41425	09/08/2015	General Fund	Professional Services	Colin Ernst	300.00
Check Total:					300.00
41426	09/08/2015	General Fund	Instructors Prof Srvs	Environmental Science Center	1,400.00
Check Total:					1,400.00
41427	09/08/2015	General Fund	Professional Services	Robert Falk	400.00
Check Total:					400.00
41428	09/08/2015	Street Fund	Professional Services	First American Title Insurance	416.48
Check Total:					416.48
41429	09/08/2015	General Fund	Admission and Entrance Fees	Family Fun Center, LLC	1,075.95
Check Total:					1,075.95
41430	09/08/2015	General Fund	Professional Services	Elizabeth Gahan	3,000.00
Check Total:					3,000.00
41431	09/08/2015	Street Fund	Office and Operating Supplies	Genuine Parts Co. Seattle-DC	7.49
41431	09/08/2015	Surface Water Management Fund	Office and Operating Supplies	Genuine Parts Co. Seattle-DC	7.49

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
41431	09/08/2015	Street Fund	Repairs and Maint - Fleet	Genuine Parts Co. Seattle-DC	30.39
41431	09/08/2015	Surface Water Management Fund	Repairs and Maint - Fleet	Genuine Parts Co. Seattle-DC	30.40
Check Total:					75.77
41432	09/08/2015	General Fund	Office and Operating Supplies	Grainger	45.31
41432	09/08/2015	General Fund	Office and Operating Supplies	Grainger	101.24
Check Total:					146.55
41433	09/08/2015	General Fund	Professional Services	Guardian Security	238.17
Check Total:					238.17
41434	09/08/2015	General Fund	Instructors Prof Svcs	Victoria E. Hamilton	324.00
41434	09/08/2015	General Fund	Instructors Prof Svcs	Victoria E. Hamilton	18.00
Check Total:					342.00
41435	09/08/2015	General Fund	Operating Rentals and Leases	Harlow's Bus Services Inc	221.76
Check Total:					221.76
41436	09/08/2015	Surface Water Management Fund	Office and Operating Supplies	HD Fowler Company	1,163.28
41436	09/08/2015	Street Fund	Office and Operating Supplies	HD Fowler Company	825.09
41436	09/08/2015	Surface Water Management Fund	Office and Operating Supplies	HD Fowler Company	226.67
41436	09/08/2015	Surface Water Management Fund	Small Tools & Minor Equipment	HD Fowler Company	350.26
41436	09/08/2015	Surface Water Management Fund	Office and Operating Supplies	HD Fowler Company	51.08
Check Total:					2,616.38
41437	09/08/2015	General Fund	Professional Services	S. Denise Henrikson	250.00
Check Total:					250.00
41438	09/08/2015	General Fund	Admission and Entrance Fees	Highland Ice Arena	409.00
Check Total:					409.00
41439	09/08/2015	General Fund	Professional Services	Harlan Glotzer LLC	500.00
Check Total:					500.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
41440	09/08/2015	General Fund	Office and Operating Supplies	Horizon Distributors Inc	16.21
				Check Total:	16.21
41441	09/08/2015	General Fund	Professional Services	Hearing Speech, Deafness Cente	160.00
				Check Total:	160.00
41442	09/08/2015	Street Fund	Office and Operating Supplies	MICHAEL HURD	160.00
				Check Total:	160.00
41443	09/08/2015	General Fund	Registration-Training/Workshop	Intl Assoc of Chiefs of Police	350.00
				Check Total:	350.00
41444	09/08/2015	Surface Water Management Fund	Office and Operating Supplies	ICON Materials	85.96
41444	09/08/2015	Surface Water Management Fund	Office and Operating Supplies	ICON Materials	177.37
41444	09/08/2015	Surface Water Management Fund	Office and Operating Supplies	ICON Materials	42.98
41444	09/08/2015	Street Fund	Office and Operating Supplies	ICON Materials	219.68
41444	09/08/2015	Street Fund	Office and Operating Supplies	ICON Materials	128.94
41444	09/08/2015	Street Fund	Office and Operating Supplies	ICON Materials	299.85
41444	09/08/2015	Street Fund	Office and Operating Supplies	ICON Materials	237.86
41444	09/08/2015	Surface Water Management Fund	Office and Operating Supplies	ICON Materials	122.86
41444	09/08/2015	Street Fund	Office and Operating Supplies	ICON Materials	86.12
41444	09/08/2015	Street Fund	Office and Operating Supplies	ICON Materials	128.94
41444	09/08/2015	Surface Water Management Fund	Office and Operating Supplies	ICON Materials	128.94
41444	09/08/2015	Street Fund	Office and Operating Supplies	ICON Materials	386.81
				Check Total:	2,046.31
41445	09/08/2015	Transportation CIP	Retainage Payable	ICON Materials	44,113.73
				Check Total:	44,113.73
41446	09/08/2015	General Fund	Operating Rentals and Leases	RICOH USA Inc	649.46
				Check Total:	649.46
41447	09/08/2015	General Fund	Miscellaneous	Iron Mountain	695.18
				Check Total:	695.18

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
41448	09/08/2015	General Fund	Miscellaneous	Iron Mountain	158.22
41448	09/08/2015	General Fund	Miscellaneous	Iron Mountain	369.18
Check Total:					527.40
41449	09/08/2015	Street Fund	Registration-Training/Workshop	IMSA NW Section Certification	370.00
Check Total:					370.00
41450	09/08/2015	General Fund	Miscellaneous	Ingallina's Box Lunch Inc	123.52
41450	09/08/2015	General Fund	Miscellaneous	Ingallina's Box Lunch Inc	141.09
Check Total:					264.61
41451	09/08/2015	General Fund	Professional Services	Barry Johnson	300.00
Check Total:					300.00
41452	09/08/2015	General Fund	Professional Services	Kathy Justin	500.00
Check Total:					500.00
41453	09/08/2015	General Fund	Telephone/Internet	LUCY KRAKOWIAK	54.99
Check Total:					54.99
41454	09/08/2015	General Fund	Professional Services	Satpreet Kahlon	285.00
Check Total:					285.00
41455	09/08/2015	General Fund	Office and Operating Supplies	GINA KALLMAN	82.73
Check Total:					82.73
41456	09/08/2015	Street Fund	Office and Operating Supplies	King County Dept. Fleet Admin.	110.95
Check Total:					110.95
41457	09/08/2015	General Fund	Police Contract - King County	King County Sheriff's Office	907,609.92
41457	09/08/2015	General Fund	Drug Seizure Proceeds KCSO	King County Sheriff's Office	826.23

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
Check Total:					908,436.15
41458	09/08/2015	General Fund	Repairs and Maintenance	KING COUNTY FINANCE	22.00
41458	09/08/2015	Surface Water Management Fund	Professional Services	KING COUNTY FINANCE	2,560.00
41458	09/08/2015	Street Fund	Street Maint. Contract-KC	KING COUNTY FINANCE	206.07
41458	09/08/2015	Street Fund	Traffic Signal/Control.Mainten	KING COUNTY FINANCE	5,462.32
41458	09/08/2015	Surface Water Mgmt CIP	Construction	KING COUNTY FINANCE	4,550.75
41458	09/08/2015	Surface Water Management Fund	SWM Billed by KC SWM	KING COUNTY FINANCE	11,775.49
41458	09/08/2015	Transportation CIP	Construction	KING COUNTY FINANCE	4,655.08
41458	09/08/2015	Surface Water Management Fund	TV Inspection and Vactoring	KING COUNTY FINANCE	1,521.53
Check Total:					30,753.24
41459	09/08/2015	General Fund	Drug Seizure Proceeds KCSO	KC Sheriff Det. RCrenshaw	1,190.00
Check Total:					1,190.00
41460	09/08/2015	Surface Water Management Fund	Miller/Salmon/Seola Basin Plan	King County Office of Finance	5,571.05
Check Total:					5,571.05
41461	09/08/2015	General Fund	Attorney Srvc - Gen'l Matters	Kenyon Disend, PLLC	2,113.83
Check Total:					2,113.83
41462	09/08/2015	Debt Service Fund	2013 LTGO Key LOC Interest	Key Bank Commercial Loan Dept	57,044.57
Check Total:					57,044.57
41463	09/08/2015	General Fund	Professional Services	Elise Koncsek	500.00
Check Total:					500.00
41464	09/08/2015	Transportation CIP	Design Engineering	KPG Inc	5,578.26
Check Total:					5,578.26
41465	09/08/2015	General Fund	Parks Maintenance	LandCare	43,482.86
41465	09/08/2015	General Fund	Parks Maintenance	LandCare	50,959.71
Check Total:					94,442.57

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
41466	09/08/2015	General Fund	Instructors Prof Svcs	Yon Lemieux	120.00
Check Total:					120.00
41467	09/08/2015	General Fund	Professional Services	Randolph Alan Litch	600.00
Check Total:					600.00
41468	09/08/2015	Street Fund	Repairs and Maint - Fleet	Les Schwab	664.37
41468	09/08/2015	Surface Water Management Fund	Repairs and Maint - Fleet	Les Schwab	664.37
Check Total:					1,328.74
41469	09/08/2015	Surface Water Management Fund	Professional Services	McDonough & Sons Inc	1,344.60
41469	09/08/2015	Surface Water Management Fund	Professional Services	McDonough & Sons Inc	1,344.60
Check Total:					2,689.20
41470	09/08/2015	Street Fund	Office and Operating Supplies	McLendon Hardware Inc	35.78
41470	09/08/2015	Surface Water Management Fund	Office and Operating Supplies	McLendon Hardware Inc	243.31
41470	09/08/2015	Surface Water Management Fund	Office and Operating Supplies	McLendon Hardware Inc	66.96
41470	09/08/2015	Street Fund	Office and Operating Supplies	McLendon Hardware Inc	66.96
41470	09/08/2015	General Fund	Office and Operating Supplies	McLendon Hardware Inc	33.76
Check Total:					446.77
41471	09/08/2015	General Fund	Sales Tax Auditing Costs	Microflex	107.35
Check Total:					107.35
41472	09/08/2015	Surface Water Management Fund	Office and Operating Supplies	Miller Paint Company Inc	15.68
41472	09/08/2015	Street Fund	Office and Operating Supplies	Miller Paint Company Inc	15.68
Check Total:					31.36
41473	09/08/2015	General Fund	City Hall Bldg Maintenance	Management Services NW Inc	329.68
Check Total:					329.68
41474	09/08/2015	General Fund	Instructors Prof Svcs	Shariana Mundi	968.00
41474	09/08/2015	General Fund	Professional Services	Shariana Mundi	200.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
Check Total:					1,168.00
41475	09/08/2015	General Fund	Instructors Prof Srvs	New City Dance Company	258.75
41475	09/08/2015	General Fund	Instructors Prof Srvs	New City Dance Company	300.00
41475	09/08/2015	General Fund	Instructors Prof Srvs	New City Dance Company	157.50
Check Total:					716.25
41476	09/08/2015	General Fund	Instructors Prof Svcs	Andrew Nicklas	126.00
Check Total:					126.00
41477	09/08/2015	Street Fund	Office and Operating Supplies	National Safety Inc	236.63
41477	09/08/2015	Surface Water Management Fund	Office and Operating Supplies	National Safety Inc	236.63
Check Total:					473.26
41478	09/08/2015	General Fund	Professional Services	Jini O'Flynn	175.00
Check Total:					175.00
41479	09/08/2015	General Fund	Repairs and Maintenance	Bruce Mildenberg	328.50
Check Total:					328.50
41480	09/08/2015	Street Fund	Repairs and Maint - Fleet	OReilly Auto Parts	39.41
41480	09/08/2015	Surface Water Management Fund	Repairs and Maint - Fleet	OReilly Auto Parts	39.41
41480	09/08/2015	Street Fund	Repairs and Maint - Fleet	OReilly Auto Parts	26.94
41480	09/08/2015	Surface Water Management Fund	Repairs and Maint - Fleet	OReilly Auto Parts	26.94
41480	09/08/2015	Street Fund	Repairs and Maint - Fleet	OReilly Auto Parts	42.02
41480	09/08/2015	Surface Water Management Fund	Repairs and Maint - Fleet	OReilly Auto Parts	42.02
Check Total:					216.74
41481	09/08/2015	Surface Water Mgmt CIP	Design-Engineering	OTAK, Inc	26,352.25
41481	09/08/2015	Surface Water Management Fund	Professional Services	OTAK, Inc	4,362.00
Check Total:					30,714.25
41482	09/08/2015	General Fund	Strawberry Festival	Albert Parisi	4,200.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
Check Total:					4,200.00
41483	09/08/2015	Transportation CIP	Construction	Partner Construction Products	7,582.88
Check Total:					7,582.88
41484	09/08/2015	General Fund	Professional Services	David Pearlstein	400.00
Check Total:					400.00
41485	09/08/2015	General Fund	Memberships and Dues	Police Executive Research Foru	200.00
Check Total:					200.00
41486	09/08/2015	General Fund	Instructors Prof Svcs	Johawna Olena Perry	172.50
Check Total:					172.50
41487	09/08/2015	Transportation CIP	Design Engineering	Perteet Inc	8,027.00
41487	09/08/2015	Transportation CIP	Design - Engineering	Perteet Inc	24,443.01
Check Total:					32,470.01
41488	09/08/2015	General Fund	Wellness Activities	Petty Cash Custodian	20.00
41488	09/08/2015	General Fund	Professional Services	Petty Cash Custodian	31.00
41488	09/08/2015	General Fund	Mileage	Petty Cash Custodian	7.48
41488	09/08/2015	General Fund	Miscellaneous	Petty Cash Custodian	10.49
41488	09/08/2015	General Fund	Mileage	Petty Cash Custodian	39.27
41488	09/08/2015	General Fund	Office and Operating Supplies	Petty Cash Custodian	33.11
41488	09/08/2015	General Fund	Other Travel	Petty Cash Custodian	12.00
41488	09/08/2015	General Fund	Mileage	Petty Cash Custodian	16.34
41488	09/08/2015	Street Fund	Office and Operating Supplies	Petty Cash Custodian	7.96
41488	09/08/2015	General Fund	Mileage	Petty Cash Custodian	6.02
41488	09/08/2015	Surface Water Management Fund	Office and Operating Supplies	Petty Cash Custodian	23.76
41488	09/08/2015	General Fund	Mileage	Petty Cash Custodian	12.08
41488	09/08/2015	General Fund	Wellness Activities	Petty Cash Custodian	13.94
Check Total:					233.45
41489	09/08/2015	General Fund	Senior Trips	Petty Cash Custodian	14.16
41489	09/08/2015	General Fund	Senior Trips	Petty Cash Custodian	3.00
41489	09/08/2015	General Fund	Senior Trips	Petty Cash Custodian	7.55

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
41489	09/08/2015	General Fund	Senior Trips	Petty Cash Custodian	11.95
41489	09/08/2015	General Fund	Senior Trips	Petty Cash Custodian	15.00
41489	09/08/2015	General Fund	Senior Trips	Petty Cash Custodian	13.00
41489	09/08/2015	General Fund	Senior Trips	Petty Cash Custodian	6.00
41489	09/08/2015	General Fund	Senior Trips	Petty Cash Custodian	15.00
41489	09/08/2015	General Fund	Senior Trips	Petty Cash Custodian	6.00
41489	09/08/2015	General Fund	Senior Trips	Petty Cash Custodian	5.00
41489	09/08/2015	General Fund	Senior Trips	Petty Cash Custodian	13.87
41489	09/08/2015	General Fund	Senior Trips	Petty Cash Custodian	15.00
41489	09/08/2015	General Fund	Senior Trips	Petty Cash Custodian	15.00
41489	09/08/2015	General Fund	Senior Trips	Petty Cash Custodian	15.00
Check Total:					155.53
41490	09/08/2015	Surface Water Management Fund	Repairs and Maint - Fleet	PIRTEK	143.77
Check Total:					143.77
41491	09/08/2015	Surface Water Management Fund	Office and Operating Supplies	Pacific Industrial Supply	38.08
41491	09/08/2015	Street Fund	Office and Operating Supplies	Pacific Industrial Supply	38.09
41491	09/08/2015	Surface Water Management Fund	Office and Operating Supplies	Pacific Industrial Supply	48.73
41491	09/08/2015	Surface Water Management Fund	Repairs and Maint - Fleet	Pacific Industrial Supply	235.43
Check Total:					360.33
41492	09/08/2015	General Fund	Operating Rentals and Leases	Pitney Bowes Inc	1,011.81
Check Total:					1,011.81
41493	09/08/2015	General Fund	Repairs and Maintenance	Pacific Lamp & Supply Company	109.24
41493	09/08/2015	General Fund	Office and Operating Supplies	Pacific Lamp & Supply Company	102.82
41493	09/08/2015	General Fund	Repairs and Maintenance	Pacific Lamp & Supply Company	104.68
Check Total:					316.74
41494	09/08/2015	General Fund	Quarterly Newsletter	Philips Publishing Group LLC	1,644.00
Check Total:					1,644.00
41495	09/08/2015	General Fund	Operating Rentals and Leases	PRG Investment Company, LLC	2,224.80
Check Total:					2,224.80

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
41496	09/08/2015	General Fund	Building Security	Protection One Alarm Monitorin	60.28
Check Total:					60.28
41497	09/08/2015	General Fund	Professional Services	The Greg Prothman Company	4,476.41
Check Total:					4,476.41
41498	09/08/2015	General Fund	Online Video Streaming	Puget Sound Access	1,950.00
41498	09/08/2015	General Fund	Channel 21 Video Production	Puget Sound Access	3,963.78
41498	09/08/2015	General Fund	Online Video Streaming	Puget Sound Access	1,300.00
41498	09/08/2015	General Fund	Channel 21 Video Production	Puget Sound Access	1,635.26
Check Total:					8,849.04
41499	09/08/2015	General Fund	Utilities	PSE Pmt. Processing	53.90
41499	09/08/2015	Street Fund	Utilities - Maintenance Shop	PSE Pmt. Processing	17.73
41499	09/08/2015	Surface Water Management Fund	Utilities - Maintenance Shop	PSE Pmt. Processing	17.74
41499	09/08/2015	Surface Water Management Fund	Utilities - Maintenance Shop	PSE Pmt. Processing	17.73
41499	09/08/2015	Street Fund	Utilities - Maintenance Shop	PSE Pmt. Processing	17.74
41499	09/08/2015	Street Fund	Utilities-Street Lighting	PSE Pmt. Processing	1,781.20
Check Total:					1,906.04
41500	09/08/2015	General Fund	Printing/Binding/Copying	Ramlyn Engraving & Sign Co.	53.11
Check Total:					53.11
41501	09/08/2015	General Fund	Refund Clearing Account -Parks	Rebecca Winnier	125.00
Check Total:					125.00
41502	09/08/2015	Street Fund	Business Licenses	Sasco	90.00
Check Total:					90.00
41503	09/08/2015	General Fund	Electrical Permit	Snohomish Electric Inc	57.13
Check Total:					57.13
41504	09/08/2015	General Fund	Electrical Permit	MM Comfort Systems	49.12
41504	09/08/2015	General Fund	Mechanical Permit	MM Comfort Systems	25.13

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
Check Total:					74.25
41505	09/08/2015	General Fund	Pet Licenses	Joan Berry	40.00
Check Total:					40.00
41506	09/08/2015	General Fund	Refund Clearing Account -Parks	Maurilio Marcos-Vicente	500.00
Check Total:					500.00
41507	09/08/2015	General Fund	Refund Clearing Account -Parks	American Crown Circus	2,000.00
Check Total:					2,000.00
41508	09/08/2015	Parks & Gen Gov't CIP	Construction	Claude McAlpin, III	21.90
41508	09/08/2015	General Fund	Printing/Binding/Copying	Claude McAlpin, III	374.49
Check Total:					396.39
41509	09/08/2015	Surface Water Management Fund	Office and Operating Supplies	IGNACIO ROBLEDO HERNANDEZ	43.80
Check Total:					43.80
41510	09/08/2015	General Fund	Instructors Prof Srvs	Vladimir Roca	250.00
Check Total:					250.00
41511	09/08/2015	General Fund	Office and Operating Supplies	Safeway Inc	92.27
41511	09/08/2015	General Fund	Office and Operating Supplies	Safeway Inc	12.35
41511	09/08/2015	General Fund	Office and Operating Supplies	Safeway Inc	110.47
41511	09/08/2015	General Fund	Office and Operating Supplies	Safeway Inc	131.60
41511	09/08/2015	General Fund	Office and Operating Supplies	Safeway Inc	5.38
41511	09/08/2015	General Fund	Office and Operating Supplies	Safeway Inc	36.48
41511	09/08/2015	General Fund	Office and Operating Supplies	Safeway Inc	7.00
41511	09/08/2015	General Fund	Office and Operating Supplies	Safeway Inc	8.97
Check Total:					404.52
41512	09/08/2015	General Fund	Professional Services	School of Acrobatic New Circus	100.00
Check Total:					100.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
41513	09/08/2015	General Fund	Human Svc-Family/Youth	Sandstone Inn and Airport Park	120.00
Check Total:					120.00
41514	09/08/2015	General Fund	Office and Operating Supplies	Seatown Locksmith	3.00
41514	09/08/2015	General Fund	Repairs and Maintenance	Seatown Locksmith	230.48
Check Total:					233.48
41515	09/08/2015	General Fund	Computer Consultant Prof Svcs	SEITEL Systems, LLC	750.00
41515	09/08/2015	General Fund	Computer Consultant Prof Svcs	SEITEL Systems, LLC	4,837.50
Check Total:					5,587.50
41516	09/08/2015	General Fund	Fuel Consumed	Shell Fleet Plus	97.86
41516	09/08/2015	General Fund	Citizens Patrol/ Crime Prevent	Shell Fleet Plus	17.33
41516	09/08/2015	General Fund	Fuel Consumed	Shell Fleet Plus	216.08
41516	09/08/2015	General Fund	Fuel Consumed	Shell Fleet Plus	1,607.12
41516	09/08/2015	General Fund	Fuel Consumed	Shell Fleet Plus	82.54
41516	09/08/2015	Street Fund	Fuel Consumed	Shell Fleet Plus	2,041.19
41516	09/08/2015	Surface Water Management Fund	Fuel Consumed	Shell Fleet Plus	2,978.16
Check Total:					7,040.28
41517	09/08/2015	General Fund	Nuisance and Abatement Costs	Sherwin-Williams Co.	38.18
Check Total:					38.18
41518	09/08/2015	General Fund	Professional Services	Jeremy Steven Shilley	300.00
Check Total:					300.00
41519	09/08/2015	General Fund	Professional Services	Benson Smith	450.00
Check Total:					450.00
41520	09/08/2015	General Fund	Professional Services	Sound Law Center LLC	1,942.50
41520	09/08/2015	General Fund	Professional Services	Sound Law Center LLC	2,227.00
41520	09/08/2015	General Fund	Professional Services	Sound Law Center LLC	434.00
Check Total:					4,603.50
41521	09/08/2015	Transportation CIP	Project Development	STAPLES- Credit Plan	493.16

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
Check Total:					493.16
41522	09/08/2015	General Fund	Professional Svcs-State Audit	State Auditor's Office	20,734.63
Check Total:					20,734.63
41523	09/08/2015	Parks & Gen Gov't CIP	Construction	LW Sundstrom Inc	17,410.50
Check Total:					17,410.50
41524	09/08/2015	General Fund	Instructors Prof Svcs	John Arnold Taylor	360.00
Check Total:					360.00
41525	09/08/2015	General Fund	Registration-Training Workshop	Technology Learning Group, Inc	520.00
Check Total:					520.00
41526	09/08/2015	Street Fund	Neighborhood Traffic Control	Traffic Count Consultants Inc	300.00
Check Total:					300.00
41527	09/08/2015	General Fund	Registration-Training/Workshop	KATHRYN TREFRY	99.00
41527	09/08/2015	General Fund	Registration-Training/Workshop	KATHRYN TREFRY	195.00
41527	09/08/2015	General Fund	Miscellaneous	KATHRYN TREFRY	8.49
41527	09/08/2015	General Fund	Office and Operating Supplies	KATHRYN TREFRY	24.08
41527	09/08/2015	General Fund	Memberships and Dues	KATHRYN TREFRY	167.00
41527	09/08/2015	General Fund	Office and Operating Supplies	KATHRYN TREFRY	15.90
41527	09/08/2015	General Fund	Miscellaneous	KATHRYN TREFRY	10.00
Check Total:					519.47
41528	09/08/2015	Surface Water Mgmt CIP	Construction	Tri-State Construction Inc	7,050.60
41528	09/08/2015	Surface Water Mgmt CIP	Retainage Payable	Tri-State Construction Inc	-352.53
Check Total:					6,698.07
41529	09/08/2015	General Fund	Comprehensive Plan Costs	The Watershed Company	118.75
Check Total:					118.75
41530	09/08/2015	Surface Water Management Fund	Operating Rentals and Leases	United Rentals America Inc	115.91

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
Check Total:					115.91
41531	09/08/2015	Surface Water Mgmt CIP	Retainage Payable	US Bank Attn: Amanda Team 2	352.53
Check Total:					352.53
41532	09/08/2015	General Fund	Telephone/Internet	Verizon Wireless	155.48
41532	09/08/2015	General Fund	Telephone/Internet	Verizon Wireless	58.85
41532	09/08/2015	General Fund	Telephone/Internet	Verizon Wireless	40.01
41532	09/08/2015	General Fund	Telephone/Internet	Verizon Wireless	58.85
41532	09/08/2015	General Fund	Telephone/Internet	Verizon Wireless	254.66
41532	09/08/2015	General Fund	Drug Seizure Proceeds KCSO	Verizon Wireless	200.05
41532	09/08/2015	General Fund	Telephone/Internet	Verizon Wireless	80.02
41532	09/08/2015	General Fund	Telephone/Internet	Verizon Wireless	152.30
41532	09/08/2015	Street Fund	Telephone	Verizon Wireless	289.58
41532	09/08/2015	Surface Water Management Fund	Telephone	Verizon Wireless	490.15
Check Total:					1,779.95
41533	09/08/2015	General Fund	Printing/Binding/Copying	Judith A Verner	82.13
Check Total:					82.13
41534	09/08/2015	General Fund	Telephone/Internet	DEBI WAGNER	32.48
Check Total:					32.48
41535	09/08/2015	General Fund	Utilities	King Co Water Dist 49	2,389.25
41535	09/08/2015	Street Fund	Landscape Maint - Utilities	King Co Water Dist 49	189.25
41535	09/08/2015	Street Fund	Landscape Maint - Utilities	King Co Water Dist 49	315.75
41535	09/08/2015	Street Fund	Landscape Maint - Utilities	King Co Water Dist 49	68.25
41535	09/08/2015	General Fund	Utilities	King Co Water Dist 49	993.57
41535	09/08/2015	General Fund	Utilities	King Co Water Dist 49	69.82
41535	09/08/2015	Street Fund	Landscape Maint - Utilities	King Co Water Dist 49	27.25
41535	09/08/2015	General Fund	Utilities	King Co Water Dist 49	2,351.07
41535	09/08/2015	General Fund	Utilities	King Co Water Dist 49	3,957.25
41535	09/08/2015	Street Fund	Landscape Maint - Utilities	King Co Water Dist 49	68.25
41535	09/08/2015	Street Fund	Landscape Maint - Utilities	King Co Water Dist 49	424.75
41535	09/08/2015	General Fund	Utilities	King Co Water Dist 49	418.07
41535	09/08/2015	Street Fund	Landscape Maint - Utilities	King Co Water Dist 49	68.25

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
Check Total:					11,340.78
41536	09/08/2015	General Fund	Subscriptions and Publications	West Payment Center	555.07
Check Total:					555.07
41537	09/08/2015	General Fund	Professional Services	James Whetzel	250.00
Check Total:					250.00
41538	09/08/2015	General Fund	Professional Services	Whitewater Aquatics Mgmt	4,999.98
Check Total:					4,999.98
41539	09/08/2015	Street Fund	Operating Rentals and Leases	Wilken Properties, LLC	3,000.00
41539	09/08/2015	Surface Water Management Fund	Operating Rentals and Leases	Wilken Properties, LLC	3,000.00
Check Total:					6,000.00
41540	09/08/2015	General Fund	Jury and Witness Fees	Sebastian Cisneros	11.13
Check Total:					11.13
41541	09/08/2015	General Fund	Jury and Witness Fees	Loren Crane	26.95
Check Total:					26.95
41542	09/08/2015	General Fund	Jury and Witness Fees	Sarah Stackston	10.57
Check Total:					10.57
41543	09/08/2015	General Fund	Office and Operating Supplies	Walter E Nelson Co	256.00
41543	09/08/2015	General Fund	Office and Operating Supplies	Walter E Nelson Co	128.00
41543	09/08/2015	General Fund	Office and Operating Supplies	Walter E Nelson Co	42.67
Check Total:					426.67
41544	09/08/2015	Transportation CIP	Design - Engineering	Dept. of Transportatoin	1,371.60
Check Total:					1,371.60

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
41545	09/08/2015	General Fund	Professional Services	Washington State Patrol	20.00
Check Total:					20.00
41546	09/21/2015	General Fund	Registration-Training Workshop	360Training.com	2,945.00
Check Total:					2,945.00
41547	09/21/2015	Surface Water Management Fund	Office and Operating Supplies	Ace Hardware	3.61
41547	09/21/2015	Surface Water Management Fund	Office and Operating Supplies	Ace Hardware	22.94
41547	09/21/2015	Surface Water Management Fund	Office and Operating Supplies	Ace Hardware	6.56
41547	09/21/2015	Surface Water Management Fund	Office and Operating Supplies	Ace Hardware	12.64
41547	09/21/2015	Surface Water Management Fund	Office and Operating Supplies	Ace Hardware	8.29
41547	09/21/2015	Street Fund	Office and Operating Supplies	Ace Hardware	4.03
41547	09/21/2015	Street Fund	Office and Operating Supplies	Ace Hardware	147.18
41547	09/21/2015	Surface Water Management Fund	Office and Operating Supplies	Ace Hardware	65.66
41547	09/21/2015	Street Fund	Office and Operating Supplies	Ace Hardware	100.65
41547	09/21/2015	Surface Water Management Fund	Small Tools & Minor Equipment	Ace Hardware	49.27
41547	09/21/2015	Street Fund	Small Tools & Minor Equipment	Ace Hardware	49.27
Check Total:					470.10
41548	09/21/2015	General Fund	Subscriptions and Publications	Attorney's Eagle Eye Service	59.18
Check Total:					59.18
41549	09/21/2015	Street Fund	Office and Operating Supplies	Alpine Products Inc	480.76
Check Total:					480.76
41550	09/21/2015	General Fund	Fuel Consumed	Amerigas	322.47
Check Total:					322.47
41551	09/21/2015	General Fund	Office and Operating Supplies	Aramark Uniform Services	38.42
Check Total:					38.42
41552	09/21/2015	General Fund	Repairs & Maint-KC Parks Levy	Bates Roofing LLC	26,991.75
Check Total:					26,991.75
41553	09/21/2015	General Fund	Printing/Binding/Copying	Brim Press LLC	372.30

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
41553	09/21/2015	General Fund	Printing/Binding/Copying	Brim Press LLC	525.60
Check Total:					897.90
41554	09/21/2015	General Fund	Prof. Svcs-Instructors	Viola Brumbaugh	977.00
Check Total:					977.00
41555	09/21/2015	Surface Water Management Fund	Office and Operating Supplies	Bryant's Tractor & Mower Inc	28.18
41555	09/21/2015	Street Fund	Office and Operating Supplies	Bryant's Tractor & Mower Inc	28.19
41555	09/21/2015	Surface Water Management Fund	Office and Operating Supplies	Bryant's Tractor & Mower Inc	24.86
41555	09/21/2015	Street Fund	Office and Operating Supplies	Bryant's Tractor & Mower Inc	24.85
Check Total:					106.08
41556	09/21/2015	Surface Water Management Fund	Office and Operating Supplies	Burien Bark LLC	19.71
41556	09/21/2015	Surface Water Management Fund	Office and Operating Supplies	Burien Bark LLC	54.68
Check Total:					74.39
41557	09/21/2015	General Fund	Animal Control Services	CARES	14,594.51
Check Total:					14,594.51
41558	09/21/2015	General Fund	Small Tools & Minor Equipment	CDW-G	194.91
Check Total:					194.91
41559	09/21/2015	General Fund	Public Defender	W. Tracy Codd	742.50
Check Total:					742.50
41560	09/21/2015	General Fund	Code Supplement	Code Publishing Co.	1,750.36
Check Total:					1,750.36
41561	09/21/2015	General Fund	Online Video Streaming	Comcast Corporation	54.02
41561	09/21/2015	General Fund	Utilities	Comcast Corporation	82.44
41561	09/21/2015	General Fund	Utilities	Comcast Corporation	72.47
41561	09/21/2015	Street Fund	Telephone	Comcast Corporation	15.27
41561	09/21/2015	Surface Water Management Fund	Telephone	Comcast Corporation	15.27

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
Check Total:					239.47
41562	09/21/2015	General Fund	Office and Operating Supplies	Complete Office LLC	75.12
41562	09/21/2015	General Fund	Office and Operating Supplies	Complete Office LLC	180.29
41562	09/21/2015	General Fund	Office and Operating Supplies	Complete Office LLC	120.19
41562	09/21/2015	General Fund	Office and Operating Supplies	Complete Office LLC	30.05
41562	09/21/2015	General Fund	Office and Operating Supplies	Complete Office LLC	195.31
41562	09/21/2015	General Fund	IT Office & Operating Suppli	Complete Office LLC	75.12
41562	09/21/2015	General Fund	Office and Operating Supplies	Complete Office LLC	105.17
41562	09/21/2015	General Fund	Office and Operating Supplies	Complete Office LLC	210.34
41562	09/21/2015	Surface Water Management Fund	Office and Operating Supplies	Complete Office LLC	105.17
41562	09/21/2015	General Fund	Office and Operating Supplies	Complete Office LLC	180.29
41562	09/21/2015	General Fund	Office and Operating Supplies	Complete Office LLC	225.36
41562	09/21/2015	General Fund	Office and Operating Supplies	Complete Office LLC	396.40
41562	09/21/2015	General Fund	Small Tools & Minor Equipment	Complete Office LLC	261.71
41562	09/21/2015	General Fund	Office and Operating Supplies	Complete Office LLC	711.24
Check Total:					2,871.76
41563	09/21/2015	General Fund	Recreation Guide	Consolidated Press	4,443.29
Check Total:					4,443.29
41564	09/21/2015	Street Fund	Repairs and Maintenance	Corliss Resources	351.83
Check Total:					351.83
41565	09/21/2015	General Fund	Small Tools & Minor Equipment	Center Cycle Inc	284.75
Check Total:					284.75
41566	09/21/2015	Street Fund	Utilities - Traffic Signals	City of Seattle	25.46
41566	09/21/2015	Street Fund	Utilities - Traffic Signals	City of Seattle	288.31
41566	09/21/2015	Street Fund	Utilities - Traffic Signals	City of Seattle	32.44
41566	09/21/2015	Street Fund	Utilities - Traffic Signals	City of Seattle	74.03
41566	09/21/2015	Street Fund	Utilities - Traffic Signals	City of Seattle	212.94
41566	09/21/2015	Street Fund	Utilities - Traffic Signals	City of Seattle	98.54
41566	09/21/2015	Street Fund	Utilities - Traffic Signals	City of Seattle	32.09
41566	09/21/2015	Street Fund	Utilities - Traffic Signals	City of Seattle	38.02
41566	09/21/2015	Street Fund	Utilities - Traffic Signals	City of Seattle	470.71
41566	09/21/2015	Street Fund	Utilities - Traffic Signals	City of Seattle	7.80
41566	09/21/2015	Street Fund	Utilities-Street Lighting	City of Seattle	68.00
41566	09/21/2015	Street Fund	Utilities-Street Lighting	City of Seattle	51.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
41566	09/21/2015	Street Fund	Utilities-Street Lighting	City of Seattle	27.18
41566	09/21/2015	Street Fund	Utilities - Traffic Signals	City of Seattle	328.83
41566	09/21/2015	Street Fund	Utilities - Traffic Signals	City of Seattle	143.01
41566	09/21/2015	Street Fund	Utilities-Street Lighting	City of Seattle	31.71
41566	09/21/2015	Street Fund	Utilities-Street Lighting	City of Seattle	5,135.84
41566	09/21/2015	Street Fund	Utilities - Traffic Signals	City of Seattle	211.64
41566	09/21/2015	Street Fund	Utilities - Traffic Signals	City of Seattle	92.97
Check Total:					7,370.52
41567	09/21/2015	General Fund	Utilities	City Of Seattle	15.12
41567	09/21/2015	General Fund	Utilities	City Of Seattle	23.24
41567	09/21/2015	General Fund	Utilities	City Of Seattle	293.27
41567	09/21/2015	General Fund	Utilities	City Of Seattle	25.76
41567	09/21/2015	General Fund	Utilities	City Of Seattle	666.71
Check Total:					1,024.10
41568	09/21/2015	General Fund	State Lobbying Services	Michael D. Doubleday	1,850.00
41568	09/21/2015	General Fund	Federal Lobbying Services	Michael D. Doubleday	1,000.00
Check Total:					2,850.00
41569	09/21/2015	General Fund	Discover Burien	Discover Burien Association	6,958.33
41569	09/21/2015	General Fund	Discover Burien - Clean & Safe	Discover Burien Association	3,328.00
Check Total:					10,286.33
41570	09/21/2015	General Fund	Professional Services	Dunbar Armored Inc	127.43
Check Total:					127.43
41571	09/21/2015	General Fund	Office and Operating Supplies	Dunn Lumber Co.	89.32
41571	09/21/2015	General Fund	Office and Operating Supplies	Dunn Lumber Co.	48.46
41571	09/21/2015	Street Fund	Office and Operating Supplies	Dunn Lumber Co.	109.45
Check Total:					247.23
41572	09/21/2015	General Fund	Repairs and Maintenance	Elidrew, LLC	11.83
Check Total:					11.83
41573	09/21/2015	General Fund	Prof. Svcs-Instructors	Clay Fife	240.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
				Check Total:	240.00
41574	09/21/2015	Street Fund	Office and Operating Supplies	Flint Trading Inc	4,082.48
				Check Total:	4,082.48
41575	09/21/2015	General Fund	Public Defender	Ganem Law PLLC	1,000.00
				Check Total:	1,000.00
41576	09/21/2015	General Fund	Parks Building Security	Guardian Security	65.00
				Check Total:	65.00
41577	09/21/2015	General Fund	Prof. Svcs-Instructors	Highline Athletic Club	115.20
41577	09/21/2015	General Fund	Instructors Prof Svcs	Highline Athletic Club	630.00
				Check Total:	745.20
41578	09/21/2015	General Fund	Operating Rentals and Leases	Harlow's Bus Services Inc	1,893.24
				Check Total:	1,893.24
41579	09/21/2015	Surface Water Management Fund	Office and Operating Supplies	Home Depot Credit Services	297.24
				Check Total:	297.24
41580	09/21/2015	Street Fund	Office and Operating Supplies	HDS White Cap Const. Supply	61.64
				Check Total:	61.64
41581	09/21/2015	General Fund	Prof. Svcs-Instructors	Cristina Herrera	75.00
				Check Total:	75.00
41582	09/21/2015	General Fund	Repairs and Maint - Vehicle	Hi-line Auto Electric, Inc.	821.20
				Check Total:	821.20
41583	09/21/2015	Street Fund	Repairs and Maint - Fleet	Hiline Auto Repair	188.21
41583	09/21/2015	Surface Water Management Fund	Repairs and Maint - Fleet	Hiline Auto Repair	188.21

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
41583	09/21/2015	Surface Water Management Fund	Repairs and Maint - Fleet	Hiline Auto Repair	51.47
41583	09/21/2015	Street Fund	Repairs and Maint - Fleet	Hiline Auto Repair	51.46
Check Total:					479.35
41584	09/21/2015	Surface Water Management Fund	Office and Operating Supplies	Horizon Distributors Inc	133.74
Check Total:					133.74
41585	09/21/2015	General Fund	Operating Rentals and Leases	Head-quarters	99.00
Check Total:					99.00
41586	09/21/2015	General Fund	Operating Rentals and Leases	Highline School District #401	291.20
41586	09/21/2015	General Fund	Operating Rentals and Leases	Highline School District #401	467.95
Check Total:					759.15
41587	09/21/2015	Surface Water Management Fund	Office and Operating Supplies	ICON Materials	596.98
41587	09/21/2015	Surface Water Management Fund	Office and Operating Supplies	ICON Materials	121.36
41587	09/21/2015	Surface Water Management Fund	Office and Operating Supplies	ICON Materials	85.96
41587	09/21/2015	Surface Water Management Fund	Office and Operating Supplies	ICON Materials	158.00
41587	09/21/2015	Surface Water Management Fund	Office and Operating Supplies	ICON Materials	713.52
Check Total:					1,675.82
41588	09/21/2015	General Fund	Memberships and Dues	International Institute Of	195.00
Check Total:					195.00
41589	09/21/2015	General Fund	Miscellaneous	Iron Mountain	78.65
41589	09/21/2015	General Fund	Miscellaneous	Iron Mountain	293.02
Check Total:					371.67
41590	09/21/2015	General Fund	Telephone/Internet	Integra Telecom	775.54
41590	09/21/2015	General Fund	Telephone/Internet	Integra Telecom	40.57
41590	09/21/2015	General Fund	Telephone/Internet	Integra Telecom	121.71
41590	09/21/2015	General Fund	Telephone/Internet	Integra Telecom	81.14
41590	09/21/2015	General Fund	Telephone/Internet	Integra Telecom	27.05
41590	09/21/2015	General Fund	Telephone/Internet	Integra Telecom	135.23
41590	09/21/2015	General Fund	Telephone/Internet	Integra Telecom	40.57
41590	09/21/2015	General Fund	Telephone/Internet	Integra Telecom	67.62

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
41590	09/21/2015	General Fund	Telephone/Internet	Integra Telecom	135.23
41590	09/21/2015	Surface Water Management Fund	Telephone	Integra Telecom	67.62
41590	09/21/2015	General Fund	Telephone/Internet	Integra Telecom	121.71
41590	09/21/2015	General Fund	Telephone/Internet	Integra Telecom	162.28
41590	09/21/2015	General Fund	Telephone/Internet	Integra Telecom	351.60
41590	09/21/2015	General Fund	Telephone/Internet	Integra Telecom	47.10
41590	09/21/2015	General Fund	Telephone/Internet	Integra Telecom	44.33
41590	09/21/2015	General Fund	Telephone/Internet	Integra Telecom	44.33
41590	09/21/2015	Street Fund	Telephone	Integra Telecom	50.76
41590	09/21/2015	Surface Water Management Fund	Telephone	Integra Telecom	50.77
41590	09/21/2015	General Fund	Telephone/Internet	Integra Telecom	44.33
Check Total:					2,409.49
41591	09/21/2015	General Fund	IT Misc Professional Services	King County GIS	3,135.51
Check Total:					3,135.51
41592	09/21/2015	General Fund	King Co Pet License Trust Acct	King County Pet License	150.00
Check Total:					150.00
41593	09/21/2015	Surface Water Management Fund	Permits & Monitoring	King County Office of Finance	6,328.00
Check Total:					6,328.00
41594	09/21/2015	General Fund	Public Defender	Kirshenbaum & Goss, Inc., P.S	14,000.00
Check Total:					14,000.00
41595	09/21/2015	General Fund	Prof. Svcs-Instructors	Alexander Lewis	1,656.00
Check Total:					1,656.00
41596	09/21/2015	General Fund	Professional Services	Randolph Alan Litch	400.00
Check Total:					400.00
41597	09/21/2015	General Fund	Prof. Svcs-Instructors	Anne Marie Littleton	442.00
Check Total:					442.00
41598	09/21/2015	General Fund	Prof. Svcs-Instructors	Robin Martin	120.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
Check Total:					120.00
41599	09/21/2015	General Fund	Prof. Svcs-Instructors	Jacob Matthew	390.00
Check Total:					390.00
41600	09/21/2015	General Fund	Prof. Svcs-Instructors	John William McLaughlin	100.00
Check Total:					100.00
41601	09/21/2015	Surface Water Management Fund	Office and Operating Supplies	McLendon Hardware Inc	144.45
41601	09/21/2015	Street Fund	Office and Operating Supplies	McLendon Hardware Inc	144.44
41601	09/21/2015	General Fund	Office and Operating Supplies	McLendon Hardware Inc	16.26
Check Total:					305.15
41602	09/21/2015	General Fund	Office and Operating Supplies	PATRICIA MEJIA	45.52
Check Total:					45.52
41603	09/21/2015	Street Fund	Dt Business License Svcs	Microflex	4,079.28
41603	09/21/2015	General Fund	B&O Tax Collect and Audit	Microflex	1,927.74
41603	09/21/2015	Street Fund	Postage	Microflex	282.94
41603	09/21/2015	General Fund	Postage	Microflex	7.28
41603	09/21/2015	General Fund	Sales Tax Auditing Costs	Microflex	154.39
Check Total:					6,451.63
41604	09/21/2015	General Fund	Office and Operating Supplies	Miller Paint Company Inc	43.63
Check Total:					43.63
41605	09/21/2015	General Fund	Admission and Entrance Fees	MetroParks District of Tacoma	821.25
Check Total:					821.25
41606	09/21/2015	General Fund	City Hall Custodial	Management Services NW Inc	4,084.33
41606	09/21/2015	General Fund	Building Maintenance	Management Services NW Inc	1,518.00
41606	09/21/2015	General Fund	Building Maintenance	Management Services NW Inc	3,590.60
41606	09/21/2015	General Fund	Office and Operating Supplies	Management Services NW Inc	29.55
41606	09/21/2015	General Fund	Office and Operating Supplies	Management Services NW Inc	11.79
41606	09/21/2015	General Fund	Office and Operating Supplies	Management Services NW Inc	42.16

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
Check Total:					9,276.43
41607	09/21/2015	Street Fund	Operating Rentals and Leases	NC Machinery Co.	617.69
Check Total:					617.69
41608	09/21/2015	General Fund	Prof. Svcs-Instructors	Pamela Odegard	150.00
Check Total:					150.00
41609	09/21/2015	Street Fund	Repairs and Maint - Fleet	OReilly Auto Parts	2.72
41609	09/21/2015	Surface Water Management Fund	Repairs and Maint - Fleet	OReilly Auto Parts	2.73
41609	09/21/2015	General Fund	Repairs and Maint - Vehicle	OReilly Auto Parts	148.35
41609	09/21/2015	Street Fund	Repairs and Maint - Fleet	OReilly Auto Parts	121.62
Check Total:					275.42
41610	09/21/2015	General Fund	Operating Rentals and Leases	Pacific Office Automation Inc	47.83
41610	09/21/2015	General Fund	Operating Rentals and Leases	Pacific Office Automation Inc	1,000.58
41610	09/21/2015	General Fund	Operating Rentals and Leases	Pacific Office Automation Inc	473.51
41610	09/21/2015	General Fund	Operating Rentals and Leases	Pacific Office Automation Inc	339.31
Check Total:					1,861.23
41611	09/21/2015	Surface Water Management Fund	Repairs and Maint - Fleet	PIRTEK	253.10
41611	09/21/2015	Surface Water Management Fund	Repairs and Maint - Fleet	PIRTEK	55.97
Check Total:					309.07
41612	09/21/2015	Street Fund	Office and Operating Supplies	Pacific Industrial Supply	62.01
41612	09/21/2015	Surface Water Management Fund	Repairs and Maint - Fleet	Pacific Industrial Supply	62.01
41612	09/21/2015	Street Fund	Office and Operating Supplies	Pacific Industrial Supply	72.44
Check Total:					196.46
41613	09/21/2015	General Fund	Postage	Pitney Bowes Inc	54.95
Check Total:					54.95
41614	09/21/2015	General Fund	Quarterly Newsletter	Philips Publishing Group LLC	6,407.97

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
Check Total:					6,407.97
41615	09/21/2015	General Fund	Printing/Binding/Copying	Print Place	447.91
Check Total:					447.91
41616	09/21/2015	General Fund	Building Security	Protection One Alarm Monitorin	60.28
Check Total:					60.28
41617	09/21/2015	General Fund	Utilities	PSE Pmt. Processing	51.21
41617	09/21/2015	General Fund	Utilities	PSE Pmt. Processing	314.97
41617	09/21/2015	General Fund	Utilities	PSE Pmt. Processing	16.94
41617	09/21/2015	Street Fund	Utilities-Street Lighting	PSE Pmt. Processing	1,781.20
Check Total:					2,164.32
41618	09/21/2015	General Fund	Repairs and Maintenance	Racy's LLC	1,047.09
Check Total:					1,047.09
41619	09/21/2015	General Fund	Advertising	Robinson Newspapers	195.00
Check Total:					195.00
41620	09/21/2015	General Fund	Instructors Prof Srvs	Vladimir Roca	200.00
Check Total:					200.00
41621	09/21/2015	General Fund	Jail Contracts	SCORE	54,296.42
Check Total:					54,296.42
41622	09/21/2015	General Fund	Office and Operating Supplies	Seatown Locksmith	50.92
Check Total:					50.92
41623	09/21/2015	General Fund	Computer Consultant Prof Svcs	SEITEL Systems, LLC	2,925.00
Check Total:					2,925.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
41624	09/21/2015	General Fund	Professional Services	Nancy Shattuck	1,821.00
Check Total:					1,821.00
41625	09/21/2015	General Fund	Professional Services	SoftwareONE Inc	311.54
41625	09/21/2015	General Fund	Professional Services	SoftwareONE Inc	489.51
Check Total:					801.05
41626	09/21/2015	General Fund	Jail Contracts	Stay Home Monitoring Inc	496.00
Check Total:					496.00
41627	09/21/2015	General Fund	Seasonal Security	Jacob A Stephen	3,588.75
Check Total:					3,588.75
41628	09/21/2015	General Fund	Utilities	Southwest Suburban Sewer Dist.	123.67
41628	09/21/2015	General Fund	Utilities	Southwest Suburban Sewer Dist.	533.00
41628	09/21/2015	General Fund	Utilities	Southwest Suburban Sewer Dist.	59.00
41628	09/21/2015	General Fund	Utilities	Southwest Suburban Sewer Dist.	59.00
41628	09/21/2015	General Fund	Utilities	Southwest Suburban Sewer Dist.	59.00
41628	09/21/2015	General Fund	Utilities	Southwest Suburban Sewer Dist.	277.00
41628	09/21/2015	General Fund	Utilities	Southwest Suburban Sewer Dist.	64.40
Check Total:					1,175.07
41629	09/21/2015	General Fund	Office and Operating Supplies	The Part Works Inc	195.24
Check Total:					195.24
41630	09/21/2015	General Fund	Memberships and Dues	ULI-The Urban Land Institute N	300.00
Check Total:					300.00
41631	09/21/2015	General Fund	Telephone/Internet	Verizon Wireless	155.57
41631	09/21/2015	General Fund	Telephone/Internet	Verizon Wireless	58.88
41631	09/21/2015	General Fund	Telephone/Internet	Verizon Wireless	40.01
41631	09/21/2015	General Fund	Telephone/Internet	Verizon Wireless	58.88
41631	09/21/2015	General Fund	Telephone/Internet	Verizon Wireless	254.87
41631	09/21/2015	General Fund	Drug Seizure Proceeds KCSO	Verizon Wireless	200.05
41631	09/21/2015	General Fund	Telephone/Internet	Verizon Wireless	80.02
41631	09/21/2015	General Fund	Telephone/Internet	Verizon Wireless	152.42

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
41631	09/21/2015	Street Fund	Telephone	Verizon Wireless	289.74
41631	09/21/2015	Surface Water Management Fund	Telephone	Verizon Wireless	492.43
Check Total:					1,782.87
41632	09/21/2015	Street Fund	Repairs and Maint - Fleet	Vermeer Northwest Sales Inc	480.18
41632	09/21/2015	Surface Water Management Fund	Repairs and Maint - Fleet	Vermeer Northwest Sales Inc	480.19
Check Total:					960.37
41633	09/21/2015	General Fund	Memberships and Dues	WACE	40.00
Check Total:					40.00
41634	09/21/2015	General Fund	Prosecution - City Atty	Walls Law Firm	15,833.00
Check Total:					15,833.00
41635	09/21/2015	General Fund	Repairs & Maint-KC Parks Levy	Wammer Painting Inc	17,996.33
Check Total:					17,996.33
41636	09/21/2015	General Fund	Utilities	King County Water Dist. No 20	65.13
41636	09/21/2015	General Fund	Utilities	King County Water Dist. No 20	4,755.47
41636	09/21/2015	General Fund	Utilities	King County Water Dist. No 20	74.34
41636	09/21/2015	General Fund	Utilities	King County Water Dist. No 20	4,307.75
41636	09/21/2015	General Fund	Utilities	King County Water Dist. No 20	521.04
41636	09/21/2015	General Fund	Utilities	King County Water Dist. No 20	55.98
41636	09/21/2015	General Fund	Utilities	King County Water Dist. No 20	43.14
41636	09/21/2015	Street Fund	Landscape Maint - Utilities	King County Water Dist. No 20	496.57
41636	09/21/2015	General Fund	Utilities	King County Water Dist. No 20	41.00
41636	09/21/2015	General Fund	Utilities	King County Water Dist. No 20	896.44
41636	09/21/2015	Street Fund	Landscape Maint - Utilities	King County Water Dist. No 20	227.59
Check Total:					11,484.45
41637	09/21/2015	General Fund	Memberships and Dues	Washington Economic Development Ass	400.00
Check Total:					400.00
41638	09/21/2015	General Fund	Probatn/Public Defndr Screenng	Tammy Weigel	840.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
				Check Total:	840.00
41639	09/21/2015	General Fund	Admission and Entrance Fees	WILD WAVES	1,457.80
				Check Total:	1,457.80
41640	09/21/2015	General Fund	Professional Services	Washington State Patrol	70.00
				Check Total:	70.00
41641	09/21/2015	General Fund	Registration-Training/Workshop	Wash.School Safety Organizatio	250.00
				Check Total:	250.00
				Report Total:	1,907,846.02



CITY COUNCIL REGULAR MEETING MINUTES

August 17, 2015

6:00 p.m. Special Meeting

Conduct interviews of applicants to the BEDP; discuss/evaluate of qualifications of applicants to the BEDP; and, potential action to appoint, Council Chambers

**6:30 p.m. Executive Session to discuss legal risk per RCW 42.30.110(1)(i)(iii),
Miller Creek Conference Room**

7:00 p.m. Regular Meeting, Council Chambers

**400 SW 152nd Street, 1st Floor
Burien, Washington 98166**

To hear Council's full discussion of a specific topic or the complete meeting, the following resources are available:

- *Watch the video-stream available on the City website, www.burienwa.gov*
- *Check out a DVD of the Council Meeting from the Burien Library*

SPECIAL MEETINGS

Mayor Krakowiak called the Special Meeting of the Burien City Council to order at 6:00 p.m. for the purpose of holding interviews for the Burien Business and Economic Development Partnership per RCW 42.30.110(1)(g).

Present: Mayor Lucy Krakowiak, Deputy Mayor Nancy Tosta, Councilmembers Stephen Armstrong, Lauren Berkowitz, Bob Edgar, Gerald F. Robison and Debi Wagner.

Administrative staff present: City Manager Kamuron Gurol; City Attorney Soojin Kim; and, Community Economic Development Director Dan Tremble.

Direction/Action

Motion was made by Deputy Mayor Tosta, seconded by Councilmember Robison, and passed unanimously to appoint Pier David to the Burien Business and Economic Development Partnership for an unexpired term that will begin on August 17, 2015, and expire on March 31, 2017, and Nancy Scholl for a term that will begin on August 17, 2015, and expire on March 31, 2019.

Direction/Action

Mayor Krakowiak called the Special Meeting of the Burien City Council to order at 6:30 p.m. for the purpose of holding an Executive Session for the purpose of discussing legal risk per RCW 42.30.110(1)(i)(iii).

Present: Mayor Lucy Krakowiak, Deputy Mayor Nancy Tosta, Councilmembers Stephen Armstrong, Lauren Berkowitz, Bob Edgar, Gerald F. Robison and Debi Wagner.

Administrative staff present: City Manager Kamuron Gurol; City Attorney Soojin Kim; and, Community Development Director Chip Davis.

No action was taken.

The Special Meeting adjourned to the Regular Meeting at 7:05 p.m.

CALL TO ORDER

Mayor Krakowiak called the Regular Meeting of the Burien City Council to order at 7:06 p.m.

PLEDGE OF ALLEGIANCE

Mayor Krakowiak led the Pledge of Allegiance.

ROLL CALL

Present: Mayor Lucy Krakowiak, Deputy Mayor Nancy Tosta, Councilmembers Stephen Armstrong, Bob Edgar, Lauren Berkowitz, Gerald F. Robison and Debi Wagner.

Administrative staff present: City Manager Kamuron Gurol; Police Chief Scott Kimerer; City Attorney Soojin Kim; Public Works Director Maiya Andrews; Assistant Public Works Director Brian Roberts; Parks Recreation and Cultural Services Director Michael Lafreniere; Communications Officer Katie Trefrey; Capital Projects Manager/Engineer Brian Victor; and, Department Assistant Kathy Wetherbee.

AGENDA CONFIRMATION

Direction/Action

Motion was made by Deputy Mayor Tosta, seconded by Councilmember Robison, and passed unanimously to affirm the August 17, 2015, Agenda.

PUBLIC COMMENT

Rob Johnson, 13422 6th Avenue South, Burien
Dick West, 11006 Roseburg Avenue South, Burien
Brian Hastings, Evergreen Community Aquatic Center, 1904 47th Avenue Southwest, Seattle
Rachel Lavine, 430 South 124th Street, Burien

CORRESPONDENCE TO THE COUNCIL

- a. Email Dated July 15, 2015, from Marv Jahnke.
- b. Email Dated July 28, 2015, from Charles Schaefer.
- c. Email Dated August 3, 2015, from Counley Family.
- d. Letter Dated August 5, 2015, from R. DeLorm.
- e. Letter Dated August 9, 2015, from Linda Plein.
- f. Email Dated August 10, 2015, from JJ Counley.
- g. Email Dated August 11, 2015 from Richard Hoyt.

CONSENT AGENDA

- a. Approval of Check Register: Numbers 41256 - 41383 in the Amounts of \$728,465.70 for Payment on August 17, 2015; and, Payroll Salaries and Benefits Approval Numbers 6586 - 6606 for Direct Deposits and Wire Transfers in the Amount of \$362,334.34 for July 16 – July 31, 2015, Paid on August 5, 2015.
- b. Approval of Minutes: Regular Meeting, August 3, 2015.

Direction/Action

Motion was made by Deputy Mayor Tosta, seconded by Councilmember Robison, and passed unanimously to approve the August 17, 2015, Consent Agenda.

BUSINESS AGENDA

Discussion on City Council Meeting Guidelines

Public Comment

Ed Dacy, 2016 Southwest 146th Street, Burien

Direction/Action

Councilmembers took a vote to take action. **Vote** passed 4-3. Opposed, Deputy Mayor Tosta, Councilmember Berkowitz and Robinson.

Direction/Action

Motion was made Councilmember Edgar, seconded by Deputy Tosta, to adopt the staff recommendations for Correspondence to the Council with two revisions: Removing the 4th sentence "If the number of documents submitted exceeds a page limit of 25, pages in excess of 25 will be available for online viewing." And revise the last sentence in the first paragraph to read "Complaints communicated through Correspondence to the Council (CTTC) about matters that are or should be the subject of a Citizen Action Request (CAR) will be sent to the Council when received and processed in due course as a CAR."

Direction/Action

Motion was made Mayor Krakowiak, seconded by Councilmember Berkowitz, and passed unanimously to amend the last sentence in the first paragraph in Section B, to read "Complaints communicated through CTTC about matters that are or should be the subject of a Citizen Action Request will be sent to the Council as Correspondence to the Council and processed in due course as a CAR."

Direction/Action

Motion was made by Deputy Mayor Tosta, seconded by Councilmember Berkowitz, to amend the motion to add a 3rd sentence which would read "Correspondence to the Council will be shared with the full Council when received."

Direction/Action

Deputy Mayor Tosta withdrew her Motion. Councilmembers agreed with the withdrawal of the motion.

The following Motion was restated:

Direction/Action

Motion was made by Councilmember Edgar, seconded by Deputy Tosta, to adopt the staff recommendations for Correspondence to the Council with two revisions: Removing the 4th sentence in the 1st paragraph "If the number of documents submitted exceeds a page limit of 25, pages in excess of 25 will be available for online viewing." And revise the last sentence in the first paragraph to read "complaints communicated through Correspondence to the Council (CTTC) about matters that are or should be the subject of a Citizen Action Request (CAR) will be sent to the Council as Correspondence to the Council and processed in due course as a CAR." **Motion** passed as amended 4-3. Opposed, Deputy Mayor Tosta, Councilmembers Berkowitz and Robison.

Direction/Action

Councilmembers reached consensus to continue the discussion on the City Council Meeting Guidelines at a future Council meeting.

Public Works Update

Public Works Director Maiya Andrews and Assistant Public Works Director Brian Roberts spoke about the Eagle Landing Park landslide, the Southwest 148th Street 4th and 6th Avenues intersections, the Hilltop Elementary Crosswalk Improvements, the Southwest 159th Shoulder Enhancement, the South 132nd Street Bike Path, the Slurry Seal Pilot Project and the Burien Auto Repair Infiltration Trench.

Review of Council Proposed Agenda Schedule.

Follow-up

Staff will place a discussion on possible action regarding an Arts Commission position and the Highline Robotics Club presentation to the September 21, 2015, Agenda, schedule a discussion for the City Managers Performance Review Process, schedule a rent control discussion as a Study Session Agenda item, and place a discussion on fireworks on the future agenda items list as a medium priority.

COUNCIL REPORTS

Councilmember Edgar stated he attended the WRIA 9 meeting and stated his concern about staff seated at the presentation computer watching the news during Council meetings.

Deputy Mayor Tosta spoke about the upcoming Sound Cities Association (SCA) Public Issues Committee (PIC) meeting.

Councilmember Wagner spoke about the Association of Washington Cities meeting she attended and the Arts in Parks project.

CITY MANAGER'S REPORT

City Manager Kamuron Gurol spoke to the appointments of Nancy Scholl to a 4 year term and Pier David to a 2 year unexpired term to the Business and Economic Development Partnership (BEDP) and the Council's joint meeting scheduled with the BEDP for September 28, 2015, and Lake to Sound trail work.

Follow-up

Staff will email the Council an update on its priorities.

ADJOURNMENT

MOTION was made by Deputy Mayor Tosta, seconded by Councilmember Robison, and passed unanimously to adjourn the meeting at 9:00 p.m.

Lucy Krakowiak, Mayor

Kathy Wetherbee, Department Assistant

CITY OF BURIEN AGENDA BILL

Agenda Subject: Discussion and Approval of Questions for BEDP for Joint Meeting on September 28, 2015.		Meeting Date: September 21, 2015
Department: City Manager	Attachments: 1) Joint Study Session Agenda 2) Council Comments 3) Draft Council Questions	Fund Source: N/A Activity Cost: N/A Amount Budgeted: N/A Unencumbered Budget Authority: \$0
Contact: Dan Trimble, Economic Development Manager		
Telephone: (206) 248-5528		
Adopted Work Plan Priority: Yes No <input checked="" type="checkbox"/> X	Work Plan Item Description:	
PURPOSE/REQUIRED ACTION: <p>The purpose of this agenda item is for the City Council to discuss the proposed agenda for the upcoming Joint Meeting with the BEDP on September 28. Staff is also seeking Council guidance on developing the questions regarding the proposed topic that may help facilitate the discussion during the Joint Meeting.</p> <p>BACKGROUND (<i>Include prior Council action & discussion</i>):</p> <p>Council has identified engagement with the Boards and Commissions as a priority for 2015-2016. The Council has already met jointly with the Planning Commission in March 2015. Additional joint meetings are anticipated to occur with the Arts Commission and Parks Board.</p> <p>The purposes of the Joint Meeting with the BEDP are: 1) provide BEDP access to the City Council to provide input and seek guidance, 2) improve communication and build relationships between the two groups and the individual members, and 3) provide staff with direction on the agenda item.</p> <p>The proposed Joint Meeting agenda (Attachment 1) includes the proposed topic of the Downtown Mobility Study. The two Council member comments received prior to the meeting are included in Attachment 2.</p> <p>A set of draft questions that the Council could ask the BEDP is provided as Attachment 3.</p> <p>OPTIONS (<i>Including fiscal impacts</i>):</p>		
Administrative Recommendation: N/A		
Advisory Board Recommendation: N/A		
Suggested Motion: N/A		
Submitted by: Dan Trimble		
Administration _____	City Manager _____	
Today's Date: September 16, 2015	File Code: R:\CC\Agenda Bill 2015\092115cm-4 Joint Meeting Agenda Discussion.docx	



Burien

Washington, USA

400 SW 152nd Street, Suite 300 Burien, WA 98166

Phone: (206) 241-4647 • FAX: (206) 248-5539

www.burienwa.gov

Agenda (Draft)

City Council/Business and Economic Development Partnership Joint Meeting

7:00 to 8:00 PM

September 28, 2015

Purpose: This joint meeting is called to 1) provide BEDP access to the City Council to provide input and seek guidance, 2) improve communication and build relationships between the two groups and the individual members, and 3) provide staff with direction on the agenda item.

- I. Welcome – Mayor/BEDP Chair
- II. Economic Development Council Priorities Update – Staff
- III. Downtown Mobility Study – All
 - a. Scope Components – Staff
 - b. Council/BEDP Discussion
- IV. Wrap Up

Attachment 2 – Council member Comments

Deputy Mayor Nancy Tosta:

Thanks for the opportunity to comment. I have a couple of observations.

First, given there could be as many as 21 individuals in this conversation and only an hour, I suspect it will be challenging to have a meaningful and useful discussion in-depth about any particular topic. I understand that you are hoping for staff guidance on the mobility RFP, but unless you tee up some detailed possible approaches to what might be studied and ask for "votes" on those options, I'm guessing it might be a diverse, divisive, and somewhat rambling discussion. If this is a critical need for staff - that is, you haven't decided how to pursue this mobility study and really want Council direction - my suggestion is that you tee it up for Council discussion soon as an agenda topic, perhaps tied in with a Vision 2025 discussion.

My suggestion would be to keep this first joint meeting at a high level and focus on communications between Council and the BEDP. For me, the main purpose is reflected in the first two bullets:

"Purpose: This joint meeting is called to 1) provide BEDP access to the City Council to provide input and seek guidance, 2) improve communication and build relationships between the two groups and the individual members, and 3) provide staff with direction on the agenda item."

My suggestion is to eliminate the specific discussion on the mobility study and to to the following. As we review the economic development priorities (and hopefully this takes only a few minutes of staff presentation - with some sort of a table/matrix similar to your progress report that gives everyone the same info) - we look at each of the priorities and consider whether they represent important areas for the BEDP to weigh in on (both from our perspective and theirs). This would seem to me to help promote some connectivity between the Council priorities and BEDP work. I know they are already addressing some of these and teeing up the conversation this way might also give them an opportunity to share what they have been doing to help advance our priorities. We could ask them to refine approaches, look at things they may not be considering, identify topics that are of particular interest to them, and perhaps share a sense of our timing as to when we'd like to hear back from them on their work on specific topics.

Council member Bob Edgar:

First ED Action: one of the next steps in the Key Priorities Economic Development section suggests that the major findings from the 2015 Business Survey would be available for the joint meeting. The agenda does not show it but it might this topic might be under one agenda items II.

Second ED action: This appears to be the major focus of the joint meeting. A number of initial scoping components are included in the description. My guess is that by the end of this discussion topic, there be sufficient components to develop timeline that will be followed (e.g. when we schedule stakeholder engagement meetings).

Fourth ED Action: the BEDP has been working on business impediments. It would be nice to have a report on what they have found out about those impediments thus far and what might be some initial thoughts on how those impediments could be addressed/mitigated.

The Third and Fifth ED Actions: these are still in the early stages and might just need a brief status

I am counting on Chris being in attendance and a) sharing his background and examples of innovative ideas he has used successfully in the past, b) being able to share his analysis of the Major Business findings, c) identifying both short-term and long-term actions the city could take, and d) laying out a tentative plan for moving forward based on the initial targets shown in the Priorities document.

Attachment 3 – Draft Council questions on Mobility Study

- 1) Are there any scope items missing?
- 2) Are there any specific goals or outcomes in the study that are of high interest?
- 3) What does success look like?
- 4) The City Council supports Light Rail Transit to Burien to be included in ST3, how can the Downtown Mobility Study best advance that goal?

**CITY OF BURIEN
AGENDA BILL**

Agenda Subject: Discussion and Possible Action Regarding Arts Commission Position		Meeting Date: September 21, 2015			
Department: Parks, Recreation & Cultural Services Contact: Michael Lafreniere, Department Director Telephone: (206) 988-3703	Attachments:		Fund Source: N/A Activity Cost: N/A Amount Budgeted: N/A Unencumbered Budget Authority: N/A		
Adopted Work Plan Priority: Yes No <input checked="" type="checkbox"/>		Work Plan Item Description:			
<p>PURPOSE/REQUIRED ACTION: The purpose of this agenda item is for Council to discuss and potentially declare a position on the City of Burien Arts Commission vacant.</p> <p>Background (Include prior Council Action and Discussions): City Arts Commissioner Jhoanna Whyte has not been attending Commission meetings on a regular basis. Per the attendance policy established by the Council (BMC 2.60), <i>"Members may be removed if they have unexcused absences totaling 25 percent of the regularly scheduled meetings for the calendar year or three consecutive unexcused absences."</i> Following is the meeting attendance history for Ms. Whyte since January 2014:</p> <table style="width: 100%; border: none;"> <tr> <td style="vertical-align: top; width: 50%;"> <ul style="list-style-type: none"> 08/25/2015 — did not attend -- unexcused 07/28/2015 — did not attend -- unexcused 05/26/2015 — did not attend -- unexcused 04/29/2015 — did not attend -- unexcused 02/24/2015 — 30 minutes late 01/27/2015 — did not attend -- unexcused 11/25/2014 — did not attend -- excused 10/28/2014 — did not attend -- unexcused (arrived at 7:55 pm) </td> <td style="vertical-align: top; width: 50%;"> <ul style="list-style-type: none"> 09/23/2014 — did not attend -- excused 08/26/2014 — attended 06/24/2014 — did not attend -- excused 05/27/2014 — did not attend -- excused 04/22/2014 — attended 03/25/2014 — late 02/25/2014 — late 01/28/2014 — late </td> </tr> </table> <p>As Ms. Whyte has not met the attendance requirement for serving on the Commission and we have not been able to reach Ms. Whyte by mail, phone or email, it is the staff recommendation that Council consider the position vacant and that the City proceed with filling the vacancy of the unexpired term as soon as possible. The term for Position #6 would end March 31, 2017.</p> <p>OPTIONS (Including fiscal impacts):</p> <ol style="list-style-type: none"> Declare the position vacant and recruit applicant to fill the vacancy. Do not declare the position vacant. 				<ul style="list-style-type: none"> 08/25/2015 — did not attend -- unexcused 07/28/2015 — did not attend -- unexcused 05/26/2015 — did not attend -- unexcused 04/29/2015 — did not attend -- unexcused 02/24/2015 — 30 minutes late 01/27/2015 — did not attend -- unexcused 11/25/2014 — did not attend -- excused 10/28/2014 — did not attend -- unexcused (arrived at 7:55 pm) 	<ul style="list-style-type: none"> 09/23/2014 — did not attend -- excused 08/26/2014 — attended 06/24/2014 — did not attend -- excused 05/27/2014 — did not attend -- excused 04/22/2014 — attended 03/25/2014 — late 02/25/2014 — late 01/28/2014 — late
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Administrative Recommendation: Per Council direction.					
Advisory Board Recommendation: N/A					
Suggested Motion: Move to declare Arts Commission Position #6 vacant and recruit for a replacement.					
Submitted by: Michael Lafreniere Administration _____ City Manager _____					
Today's Date: September 16, 2015		File Code: R:\CC\Agenda Bill 2015\092115pks-1 Arts Commissioner.docx			

**CITY OF BURIEN
AGENDA BILL**

Agenda Subject: Public Hearing on Revenue Sources and Expenditures for 2015-2016 Mid-biennial Budget Review and Update		Meeting Date: September 21, 2015
Department: Finance Department	Attachments: 1. Public Hearing Notice	Fund Source: N/A Activity Cost: N/A Amount Budgeted: N/A Unencumbered Budget Authority: N/A
Contact: Kim Krause, Finance Director		
Telephone: (206) 439-3150		
<p>PURPOSE/REQUIRED ACTION: The purpose of this agenda item is for Council to hold a public hearing to receive comments on the 2015-2016 Mid-biennial Budget Review and Update.</p> <p>BACKGROUND (Include prior Council action & discussion): This is the first of two scheduled public hearings. Citizens and community organizations are encouraged to participate by providing the Council with their priorities for adjustments to the 2015-2016 biennial budget. A second public hearing is scheduled for November 2, 2015.</p> <p>The following is a draft budget calendar:</p> <p>Monday, November 2, 2015 – Regular Council Meeting – Second Public Hearing on Revenue Sources and Expenditures, Discussion on Ordinance No. 626 Setting the 2016 Property Tax Levy, Discussion on Ordinance No. 627 Increasing the Surface Water Management Service Charges and Amending Chapter 13.10 of the Burien Municipal Code and brief presentation of components included in the 2015-2016 Mid-biennial Budget Review and Update.</p> <p>Monday, November 16, 2015 – Regular Council Meeting – Adoption of Ordinance No. 626 Setting the 2016 Property Tax Levy, Adoption of Ordinance No. 627 Increasing the Surface Water Management Service Charges and Amending Chapter 13.10 of the Burien Municipal Code, Discussion on Ordinance No. 628 Amending the 2015-2016 Biennial Budget and Discussion of 2016 Financial Policies.</p> <p>Monday, December 7, 2015 – Regular Council Meeting – Adoption of Ordinance No. 628 Amending the 2015-2016 Biennial Budget and Adoption of 2016 Financial Policies.</p> <p>Adoption of the budget may be extended (to any date prior to January 1, 2016) if Council decides to continue discussion of the 2015-2016 Mid-biennial Budget Review and Update. The Property Tax Levy and Surface Water Management Rates must be adopted prior to November 30, 2015.</p> <p>OPTIONS (Including fiscal impacts): N/A</p>		
Administrative Recommendation: Conduct the public hearing on the 2015-2016 Mid-biennial Budget Review and Update.		
Suggested Motion: None required.		
Submitted by: Kim Krause, Finance Director		
Administration _____	City Manager _____	
Today's Date: September 14, 2015	File Code: \\File\records\CC\Agenda Bill 2015\092115ad-1 Public Hearing.docx	



Burien

Washington, USA

400 SW 152nd, Suite 300, Burien, WA 98166
Phone: (206) 241-4647 • FAX (206) 248-5539
www.burienwa.gov

DATE: September 8, 2015
FOR RELEASE: September 10, 2015
CONTACT: Finance Department
Telephone: (206) 439-3150

2015-2016 MID-BIENNIAL BUDGET REVIEW PUBLIC HEARING NOTICE

The City of Burien will hold a public hearing on Monday, September 21, 2015 for the purpose of:

Receiving public comments on revenue sources, including a possible increase of up to 1% in property tax revenue, and expenditures for the 2015-2016 Mid-Biennial Budget review and amendments.

The hearing will be in the Burien Council Chambers at 400 SW 152nd St., at approximately 7:00 p.m. The 2015-2016 Adopted Budget is available on the City's website, www.burienwa.gov. The 2015-2016 Mid-Biennial Budget Review is expected to be available on October 30, 2015 on the City's website, www.burienwa.gov, or copies can be obtained by calling the Finance Department at (206) 439-3150. A second public hearing will be held on November 2, 2015.

Sign language and communication in alternate format can be arranged given sufficient notice. Please contact the City Clerk's office at (206) 248-5517.

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Published in The Seattle Times: September 10, 2015 and September 17, 2015
The Westside Weekly: September 18, 2015

**CITY OF BURIEN
AGENDA BILL**

Agenda Subject: Discussion and Possible Motion to Approve the 2015-2018 Cost Sharing Agreement with the Highline School District for the School Resource Officer		Meeting Date: September 21, 2015	
Department: Finance	Attachments: 1. 2015-2018 Agreement with Highline School District for School Resource Officer.	Fund Source: General Fund Activity Cost: \$75,500 for 2015-16 School Year (Revenue) Amount Budgeted: N/A Unencumbered Budget Authority: N/A	
Contact: Kim Krause, Finance Director			
Telephone: 206-439-3159			
Adopted Initiative: Yes No X		Initiative Description:	
<p>PURPOSE/REQUIRED ACTION: The purpose of this agenda item is to discuss and potentially approve the 2015-2018 agreement with the Highline School District for cost sharing of the School Resource Officer. Per RCW 39.34.030, interlocal agreements require approval of the governing body.</p> <p>BACKGROUND (Include prior Council action & discussion): A School Resource Officer is included as part of the City's contract with the King County Sheriff's Office for police services. The School Resource Officer is located and works mainly at Highline High School during the school year, but does provide services at other Burien schools as needed. For the past several years, the Highline School District has shared the cost the School Resource Officer. For 2015-2018, the Highline School District has agreed to pay half the cost of the School Resource Officer for services provided during the school year. For 2015-2016, the cost of a fully loaded School Resource Officer during the school year is \$151,000, with the School District and the City each paying \$75,500. During the summer months, the School Resource Officer works on City specific projects and is fully paid for by the City.</p> <p>City staff recommends approval of the 2015-2018 cost sharing agreement with the Highline School District for the School Resource Officer.</p> <p>OPTIONS (Including fiscal impacts):</p> <ol style="list-style-type: none"> 1. Approve the 2015-2018 cost sharing agreement with the Highline School District for the School Resource Officer. 2. Do not approve the 2015-2018 cost sharing agreement with the Highline School District for the School Resource Officer. 			
Administrative Recommendation: Approve the 2015-2018 Cost Sharing Agreement with the Highline School District for the School Resource Officer.			
Suggested Motion: Move to approve 2015-2018 Cost Sharing Agreement with the Highline School District for the School Resource Officer.			
Submitted by:			
Administration Kim Krause		City Manager _____	
Today's Date: September 15, 2015		File Code: R:\CC\Agenda Bill 2015\092115ad-2 HSD SRO Cost Share.docx	

2015 – 2018
AGREEMENT BETWEEN
HIGHLINE SCHOOL DISTRICT
AND
CITY OF BURIEN
FOR A SCHOOL RESOURCE OFFICER

THIS AGREEMENT, made and entered into this 1st day of September 2015, by and between the Highline School District (hereinafter referred to as School District) and the City of Burien, Washington (hereinafter referred to as City).

WHEREAS, the Highline School District and the City of Burien agree that it is in the best interest of both parties to assign one School Resource Officer mainly to Highline High School and occasionally other Burien schools; and

WHEREAS, the City of Burien contracts with the King County Sheriff's Office for police services and will continue to include a School Resource Officer in its contract.

WHEREAS, the City of Burien and the Highline School District will each contribute funding to share the cost of a full-time School Resource Officer.

NOW, THEREFORE, it is mutually agreed as follows:

1. Scope of Services. The Burien Police Department (hereinafter referred to as Department) will assign one regularly employed Burien police officer to serve as a School Resource Officer (hereinafter referred to as SRO). This SRO will provide a uniformed presence mainly on the Highline High School campus and occasionally at other Burien schools to promote safety and serve as a positive resource to the schools and surrounding neighborhoods. The SRO will patrol his/her assigned schools and surrounding areas in order to identify, investigate, deter, and prevent crime, especially those incidents involving weapons, youth violence, harassment, gang involvement, drugs, or other similar activities. In addition, the SRO will provide students, parents, teachers, administrators and neighborhood residents with information, support, and problem-solving mediation and facilitation.
2. Duration. This Agreement shall be in full force and effect for a period commencing September 1, 2015 and ending June 30, 2018 unless sooner terminated under the provisions hereinafter specified. The SRO will be assigned to the schools only during the school year (September 1st to June 30th).
3. Compensation. The City of Burien increased its contract with the King County Sheriff's Office to include a SRO starting October 16, 2005. The City will pay King County for this increased contract amount and will then invoice the School District for their share as described in the chart below. The following chart indicates the past and current cost sharing between the City and the School District for the SRO.

<i>Previous Cost Sharing</i>	Oct. 16, 2005 – Dec. 31, 2005	2006	2007	2008	Jan. 1, 2009 – June 30, 2009	Sept. 1, 2009 – June 30, 2010
City of Burien Share	\$0	\$ 20,000	\$ 70,000	\$ 70,000	\$ 38,885	\$66,751
School District Share	\$25,845	111,803	68,367	68,978	38,884	66,752
Total for SRO	\$25,845	\$131,803	\$138,367	\$138,978	\$77,769	\$133,503

<i>Previous Cost Sharing</i>	Sept. 1, 2010 – June 30, 2011	Sept. 1, 2011 – June 30, 2012	Sept. 1, 2012 – June 30, 2013	Sept. 1, 2013 – June 30, 2014	Sept. 1, 2014 – June 30, 2015
City of Burien Share	\$84,000	\$70,000	\$83,000	\$87,000	\$91,000
School District Share	50,000	70,000	\$60,000	63,000	66,000
Total for SRO	\$134,000	\$140,000	\$143,000	\$150,000	\$157,000

<i>Current Contract Cost Sharing</i>	Sept. 1, 2015 – June 30, 2016	Sept. 1, 2016 – June 30, 2017	Sept. 1, 2017 – June 30, 2018
City of Burien Share	\$75,500	\$77,000	\$78,500
School District Share	75,500	77,000	78,500
Total for SRO	\$151,000	\$154,000	\$157,000

4. Employee Status. The SRO shall at all times remain an employee of the King County Sheriff's Office, as contracted by the City of Burien, and shall not be an employee of the School District. The SRO shall remain responsive to the supervision and chain of command of the Department, which shall be responsible for their hiring, training, discipline, and dismissal. Any allegation of improper conduct by a SRO will be referred to the SRO's immediate supervisor or directly to the Burien Chief of Police.

Both parties understand and agree that the School District retains its legal responsibility for the safety and security of the school district, its employees, students and property and this Agreement does not alter that responsibility.

5. Scheduling. The SRO will be assigned to the schools on a full-time, forty (40) hours work week, minus any scheduled vacation time, sick time, training time, court time, or any other police-related activity, including any emergencies such as civil disasters.

Scheduling for the SRO while school is in session will be determined by mutual agreement of the school administration, the SRO, and the SRO's police supervisor. The SRO will not take vacation while school is in session unless approved by his/her police supervisor. On scheduled work days when school is not in session (school breaks, holidays, etc.), the SRO will work on assignments as determined by their police supervisor.

Overtime hours for the SRO that relate to regular law enforcement duties or that reasonably relate to SRO duties must be authorized and approved by their police supervisor prior to the performance of the overtime work and will be paid in accordance with established Department procedures.

Nothing in this agreement prevents the School District from continuing its practice of hiring off-duty police officers to provide security at sporting events or other special events. The terms of this agreement do not cover off-duty police officers hired for these purposes.

6. Reporting. The Department shall furnish a monthly report to the School District, high school and middle school principals, and the District's Director of Security and Safety detailing activities performed by the SROs at their respective schools.

7. Selection of SRO. Selection and appointment of the SRO will be made in cooperation with the School District and the Burien Police Department. Requirements for the SRO assignment include:

- The SRO must volunteer for the assignment. The SRO must have a minimum of two years of police service and have an Associates Degree or the equivalent in credit hours.
- The SRO must have an expressed desire and ability to engage in direct daily activity with students, school staff, parents, and the public. The SRO must convey a positive police presence on the school campus and the community.
- The SRO must be highly motivated, productive, demonstrate high levels of self-initiative and innovation, and be able to work well with minimum supervision. The SRO must be in good physical condition and present and maintain an excellent uniformed appearance.
- The SRO must have the ability to be a positive resource to the school staff, students, parents and residents in the surrounding neighborhoods.
- The SRO's education, background, experience, interest level and communication skills must be of such a caliber that the SRO can effectively and accurately be a resource, liaison and mentor at the schools he/she serves.
- The SRO must agree to attend any necessary training schools or classes that are needed to increase his/her skills for the position.

The School District and the Police Department may jointly interview, evaluate, and recommend the nominees for the SRO position, with the final selection of the SRO to be made by the Burien Police Chief.

In the event of the resignations, dismissal, or long-term absence (more than 30 days) of a SRO, the Department shall provide a replacement within 30 school days of the notification of the absence. In the interim, existing resources will be scheduled to provide partial coverage to all sites. The District will be credited on a prorated basis for the days not covered by the SRO or replacement.

8. Replacement of SRO. In the event the Principal(s) of the schools to which an SRO is assigned has cause to believe that the particular SRO is not performing effectively in accordance with this Agreement, the Principal(s) may recommend to the School District and the Department that the SRO be removed from the program.

To initiate the replacement of a SRO, the Principal(s) will recommend to the District Superintendent that the SRO be replaced, stating the reasons in writing. Within a reasonable period of time after receiving the recommendation, the Superintendent or his/her designee will meet with the Chief of Police or his/her designee, to mediate or resolve the problem that may

exist. If the problem cannot be resolved or mediated, in the opinion of both the Superintendent and Chief, or their designees, the SRO will be removed from the program at the school and a replacement SRO will be selected in accordance with this Agreement. This process will not exceed thirty (30) days.

9. SRO Duties. The duties and responsibilities of the SRO while on duty include, but are not limited to, the following:

- Regularly wear the official police uniform, including firearm, with civilian attire being worn on such occasions as may be mutually agreed upon by the principal and the SRO.
- Establish and maintain a working rapport with the school administrator and school staff.
- Act as a resource person in the area of law enforcement education at the request of the staff, speaking to classes on the law, search and seizure, drugs, motor vehicle laws, etc.
- Assist in providing school-based security during the regular school day; assist in the promotion of a safe and orderly environment at the assigned schools. The SRO shall not act as a disciplinarian; however, the SRO may assist the school with discipline problems and, if the problem or incident is a violation of the law, will determine whether law enforcement action is appropriate.
- Investigate crimes or other school-related incidents on campus and in the surrounding neighborhoods, making arrests when appropriate, and making the necessary notifications to parents, school staff and social service agencies.
- Assist in mediating disputes on campus, including working with students to help them solve disputes in a non-violent manner.
- Participate in school staff meetings, PTA presentations, and other parent involvement programs.
- Maintain an activity log, to include all SRO activities such as meetings, conferences, extra-curricular events, arrests, investigations, training, and any other items or occurrences which are required by the school or police supervisor.
- Provide a monthly report to the police supervisor, principals, and District's Director of Security and Safety.
- Perform other duties as mutually agreed upon by the principals and the SRO provided the duty is legitimately and reasonably related to the SRO program as described in the Agreement and is consistent with Federal and State law, local ordinances, Department and District policies, procedures, rules and regulations.

10. Facilities to be Provided by School District. The School District will provide the following facilities for the SRO:

- A private office within the assigned school that is properly lighted, with a telephone, to be used by the SRO for general office purposes.
- A 4-drawer locking cabinet, desk, chair, and reasonable office supplies.
- A police parking space at the assigned school.

11. Notices. The point of contact for the Burien Police Department is:
Chief Scott Kimerer
14905 – 6th Ave SW
Burien, WA 98166
Telephone: 206-296-3333
E-mail: Scott.Kimerer@kingcounty.gov

The point of contact for the City of Burien is:

Lori Fleming, Management Analyst
400 SW 152nd St., Suite 300
Burien, WA 98166
Telephone: 206-248-5518
E-mail: Lorif@burienwa.gov

The point of contact for the School District is:

Dennis Decoteau, Director of Safety & Security
18367 – 8th Avenue South
Burien, WA 98148
Telephone: 206-631-7600
E-mail: Dennis.Decoteau@highlineschools.org

12. Indemnity. The City will protect, defend, indemnify, and hold harmless the School District, its officers, employees and agents from any and all costs, claims, judgments or awards of damages arising out of or in any way resulting from negligent acts or omissions of the City, its officers, employees or agents. The School District will protect, defend, indemnify and hold harmless the City, its officers, employees and agents from any and all costs, claims, judgments or awards of damages arising out of or in any way resulting from negligent acts or omissions of the District, its officers, employees or agents.

13. Amendments. This Agreement expresses the entire agreement of the parties and may not be altered or modified in any way unless such modifications are reduced to writing, signed by both parties and affixed to the original Agreement.

14. Termination. Either party may terminate this agreement upon sixty (60) days written notice to the other party.

DATED this _____ day of _____, _____

HIGHLINE SCHOOL DISTRICT

CITY OF BURIEN

By: _____

By: _____

Title: _____

Title: City Manager

Date: _____

Date: _____

**CITY OF BURIEN
AGENDA BILL**

Agenda Subject: Discussion on and Possible Motion to Adopt the City Council Meeting Guidelines		Meeting Date: September 21, 2015
Department: City Manager	Attachments: 1. Draft City Council Meeting Guidelines – Redlined; 2. Draft City Council Meeting Guidelines – Clean; 3. 04/14/15 Memorandum from Ann Macfarlane; and 4. 09/21/15 Matrix of requests	Fund Source: N/A Activity Cost: N/A Amount Budgeted: N/A Unencumbered Budget Authority: N/A
Contact: Monica Lusk		
Telephone: (206) 248-5517		
Adopted Initiative: Yes No <input checked="" type="checkbox"/>	Initiative Description:	
<p>PURPOSE/REQUIRED ACTION:</p> <p>The purpose of this agenda item is for Council to conduct a discussion regarding proposed revisions to the City Council Meeting Guidelines and to consider its adoption as amended.</p> <p>BACKGROUND (<i>Include prior Council action & discussion</i>):</p> <p>On July 6, 2015, Council reviewed and discussed potential revisions to the City Council Meeting Guidelines. Revisions approved by Council have been incorporated into the Guidelines (Attachment 1) and removed from the Matrix (Attachment 4). The Guidelines will be reviewed by Council to confirm that staff has captured the Councilmember’s intent and to provide direction to staff.</p> <p>Proposed revisions to the Guidelines are reflected in the Matrix for the Council’s consideration.</p> <p>In addition, comments regarding the Guidelines from Ann Macfarlane of Jurassic Parliament are contained in Attachment 3 for your reference.</p> <p>Council’s direction will be incorporated into the Guidelines and, if adopted, a finalized copy will be distributed to the Council.</p> <p>OPTIONS (<i>Including fiscal impacts</i>):</p> <p>N/A</p>		
Administrative Recommendation: Hold discussion, provide direction to staff and adopt the Guidelines as amended.		
Advisory Board Recommendation: N/A		
Suggested Motion: Move to adopt the City Council Meeting Guidelines as amended.		
Submitted by:		
Administration _____	City Manager _____	
Today’s Date: September 15, 2015	File Code: R:/CC/Agenda Bill 2015/092115cm-1 Mtg Guidelines	



CITY OF BURIEN, WASHINGTON

**CITY COUNCIL
MEETING GUIDELINES**

2013

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SECTION 1. AUTHORITY

- 1.1** The Burien City Council hereby establishes the following Council Meeting Guidelines. These Guidelines shall be in effect upon adoption by the Council and until such time as they are amended or new procedures adopted in the manner provided by these Guidelines. Council-Manager Plan of Government, RCW 35A.13, is attached as Exhibit A.
- 1.2** These Guidelines will be reviewed following any change in Council composition or at the request of at least three Councilmembers, but not more frequently than annually.

SECTION 2. COUNCIL MEETINGS

2.1 REGULAR MEETINGS AND STUDY SESSIONS.

- A. Regular meetings of the City Council of the City of Burien shall be held at 7:00 p.m. on the first and third Monday of each month at the building designated as Burien City Hall, currently located at 400 SW 152nd Street, Burien, Washington, or at another location the City Council may deem appropriate. (Resolution No. 3 and amended by Resolution Nos. 19, 35, 71, 97, 101, 290 and 329)
- B. Regular Meeting is defined as a meeting used to conduct all ordinary and routine business of the city.
- C. Study Sessions of the City Council of the City of Burien shall be held at 7:00 p.m. on the fourth Monday of each month (except as noted in "G" below).
- D. Study Session is defined as a meeting used to review and discuss pertinent business of the city and to prepare matters for action at a Regular Meeting.
- E. The City Council may take official action at either a Regular Meeting or at a Study Session. Only business items requiring action that are time sensitive shall be scheduled at a Study Session. Both Regular Meetings and Study Sessions will be broadcast live on the City's government cable T.V. channel, TBC21.
- F. City Council workshops may be held from time to time at a location designated by the City Council.
- G. During the months of June, July, and August, Council meetings will be held on the first and third Mondays of the month. The Study session on the fourth Monday will be canceled during these months.

- 2.2 Should any Council meeting fall upon a date designated as a legal holiday, then that meeting shall be canceled.
- 2.3 Public comment and public hearing sign-up sheets will be available at each Regular Council meeting for the use of the public wishing to address the Council.
- 2.4 The City Clerk shall prepare minutes for all Council meetings, which shall contain an account of all official actions of the Council. The minutes will constitute the official record of the Council. Council meetings shall be electronically recorded and retained for the period of time as provided by State law.
- 2.5 TYPES OF MEETINGS
- A. Regular: used to conduct all ordinary and routine business of the city.
- B. Study Session: used to review and discuss pertinent business and policy issues of the City and to prepare matters for action at a Regular Meeting.
- C. Special/Workshop: any Council meeting other than a Regular Meeting or Study Session which has been called for the purpose of conducting official action or studying an issue. Notice shall be given at least 24 hours in advance. A Special Council meeting or Workshop may be scheduled by the Mayor and three additional Councilmembers, or at the request of a majority of the Councilmembers.
- D. Emergency: a Special Council meeting called without 24-hour notice. An Emergency meeting deals with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage, when time requirements of a 24 hour notice would make notice impractical and increase the likelihood of such injury or damage. Emergency meetings may be called by the Mayor or a majority of Councilmembers. The minutes will indicate the reason for the emergency.
- E. Executive Session: a Council meeting that is closed except to the Council, City Manager, and authorized staff members and/or consultants authorized by the Mayor or a majority of Councilmembers. The public is restricted from attendance. Executive Sessions may be held during Regular, Study Session, or Special Council meetings, or as separate meetings, and will be announced by the Mayor. Executive Session subjects are limited to considering matters authorized by state law, per RCW42.30.110.

~~Before convening an Executive Session, the Mayor shall announce the specific purpose of the meeting and the potential for action by the Council when it reconvenes. The Mayor shall also announce that the Executive Session will be conducted per RCW42.30.110(2). Immediately before~~

convening an Executive Session, the Mayor shall announce to those attending the public meeting the following: 1) That Council will be recessing to Executive Session; 2) The Executive Session's specific purposes; and, 3) The time that the Executive Session will end.

Executive Sessions will begin and end in accordance with State law. At the conclusion of the Executive Session, if the potential for taking action was previously announced, the public meeting will reconvene.

2.6 ORDER OF REGULAR COUNCIL MEETING AGENDA

Call to Order

The Mayor calls the meeting to order.

Pledge of Allegiance

The Mayor, and at times, invited guests lead the flag salute.

Roll Call

The City Clerk shall call the roll, and the Mayor shall indicate any Councilmember who is not in attendance and whether or not the Councilmember has an excused absence.

Agenda Confirmation

Councilmembers may offer motions to alter the current agenda through deletion, revision or additions to the agenda.

Public Comments

Members of the audience may comment in writing or verbally on items relating to any matter. ~~Verbal comments on general issues not on the agenda are limited to two (2) minutes. Concerns will be referred to staff for a response as appropriate. The Council will take comments for a maximum of 20 minutes. Public Comment will be allowed at the beginning of each agenda item. Individuals will please limit their comments to three (3) minutes. Attendees who are unable to do so by themselves may ask City Clerk for assistance to read their comments. Staff's responses to citizen comments during the meeting will be placed in a future City Manager's Report and written comments will be responded to through email or letter. See Section 5 of these Guidelines for details.~~

Correspondence for the Record

~~Correspondence that discloses personal information will be edited out before included in the Record. Correspondence that contains profanity or abusive in nature would be submitted to the Mayor who would decide whether it should be included in the Record. Correspondence that is sent anonymously will not be included in the Record.~~

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Correspondence to the Council

Burien residents and members of the public are invited to submit "Correspondence to the Council." Correspondence to the Council" (CTTC) means correspondence and attachments addressed to the Burien Council on matters relating to City business, policies, laws, and/or regulations. All CTTC will be produced as part of the Agenda packets. CTTC received by noon on the Wednesday prior to a Council Meeting will be included in the agenda packet (unless staff follow up is needed), and CTTC received after noon on Wednesday will be included in the Council packet for the next regularly scheduled Council meeting. CTTC that is sent anonymously will not be included. will be sent to the Council when received and

All documents submitted to the City are subject to public records requests, and City staff will not redact material, so information desired to be held in confidence should not be submitted as "Correspondence to the Council." Also, to be in compliance with state law enforced by the Public Disclosure Commission (PDC) and the State Attorney General's Office (AGO), submittals that are published as "Correspondence to the Council" should not contain material that "assists a campaign for election of any person to any office or for the promotion of or opposition to any ballot proposition." See RCW 42.17A.555.

A. Purpose of Correspondence to the Council

The Burien City Council appreciates hearing from Burien residents and members of the public to increase awareness of concerns, issues, or ideas pertaining to the policy work of the Council. Such correspondence can be submitted to individual Council Members with an explicit statement to share with the full Council or it may be submitted to all Council Members simultaneously via email or through the Public Inbox (<http://www.burienwa.gov/Directory.aspx?did=3>). All correspondence addressed to the Council will be promptly forwarded by staff to all Council Members.

The Council specifically seeks perspectives on its work on policies, laws and actions under consideration (or already undertaken).

B. Publication in Council Agenda Packets and on City website of Correspondence to the Council

1. In publishing correspondence addressed to the Council ("Correspondence to the Council"), the Council intends to:
 - a. Highlight the concerns of persons who write to the Council about City business, policies, laws, or regulations where the Council has taken action in the past or may take action in the future;
 - b. Give persons whose comments exceed the time limits of public comment periods at Council meetings an opportunity to create an additional visible record of their comments;
 - c. Make more transparent to the public who is saying what to the Council;

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<u>d. Encourage respectful, civilized, and relevant communication to the Council regarding matters of public interest where the Council has taken action in the past or may take action in the future.</u>	Formatted: Font: 12 pt, No underline, Font color: Auto
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<u>2. The Council does not intend to create a forum for the publication of:</u>	Formatted: Font: 12 pt, No underline, Font color: Auto
<u>a. Statements relating to private disputes or other private concerns;</u>	Formatted: Font: 12 pt
<u>b. False allegations about the City or any individual;</u>	Formatted: Font: 12 pt, No underline, Font color: Auto
<u>c. Remarks about individuals that the individuals may find defamatory, harassing or discriminatory;</u>	Formatted: Font: 12 pt
<u>d. Remarks that are obscene or profane;</u>	Formatted: Font: 12 pt, No underline, Font color: Auto
<u>e. Threats to file a claim or lawsuit against the City or demands that the City file a lawsuit or take other legal action against an individual;</u>	Formatted: Font: 12 pt
<u>f. Anonymous statements;</u>	Formatted: Font: 12 pt, No underline, Font color: Auto
<u>g. Material that "assists a campaign for election of any person to any office or for the promotion of or opposition to any ballot proposition" in violation of RCW 42.17A.555.</u>	Formatted: Font: 12 pt
<u>The City reserves the right to exclude from publication any correspondence containing statements that fall within categories (a) through (g) of subsection 2.</u>	Formatted: Font: 12 pt, No underline, Font color: Auto
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<u>C. Procedures for publication of correspondence consistent with Policy</u>	Formatted: Font: 12 pt, No underline, Font color: Auto
<u>Correspondence consistent with this Policy that are received by noon on the Wednesday prior to a Council meeting will be published in the agenda packet for the following Council meeting and on the City's website at its Agenda Center.</u>	Formatted: Font: 12 pt
<u>The Council requests the cooperation of the public to keep the correspondence submitted for publication concise, respectful, courteous and relevant to City Council past, present or future agendas. Given the City's limited resources and time constraints, the City cannot ensure that all parts of a correspondence will be scrutinized prior to publication to determine whether a particular word or phrase falls within categories a-g of Section B.2. All correspondence, published on the City's website or not, will become a public record subject to disclosure in compliance with the Public Records Act.</u>	Formatted: Font: 12 pt, No underline, Font color: Auto
<u>If it is discovered or determined that correspondence contains statements that the City has reserved the right to exclude, the City will exclude a submitter's correspondence in its entirety rather than try to redact parts of the correspondence.</u>	Formatted: Font: 12 pt
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<u>D. Caution to submitters regarding submission of false statements about individuals</u>	Formatted: Font: 12 pt
<u>Submitters of correspondence for publication should be aware that submitting false statements about individuals may expose submitters to liability for defamation. Submitters are responsible for the statements they submit for publication and may be asked to get any statements that reflect negatively on the reputations of any individual validated if they wish to have those</u>	Formatted: Font: 12 pt, No underline, Font color: Auto
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statements published. The City relies on the submitter to take due care when making statements that reflect negatively on the reputations of any individual.

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The City will make its best effort to delay the publication of any correspondence that identifies any individual and contains content that has the obvious potential to injure the reputation of an individual, but it may be difficult for the City to ascertain in some cases whether a statement is defamatory prior to publication.

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If, after publication, the City becomes aware that a false statement was made about an individual, the City will remove the correspondence from publication on the City's website. Anyone concerned that a false allegation was published about an individual may email the City Clerk to identify the false statement and explain why it is false.

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E. Caution regarding matters that are the subject of current investigation or enforcement action

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Complaints regarding code enforcement or legal matters sent via the Correspondence to the Council portal will be transmitted to the Council and may be published, but if the matter is the subject of current investigation or review, complainants are asked to refrain from requesting that a particular matter be prematurely escalated or favored by the attention of the City Council, City Manager or City Attorney ahead of other complaints. The City must observe due process and avoid the appearance of arbitrary action. When complaining about the condition of private property or the conduct of Burien residents or business owners, complainants should keep in mind that the subject of their complaints may make a public records request for communications received by the City. All complaints will be handled in due course and Code Enforcement will provide status updates upon request.

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Consent Agenda

Consent Agenda items are considered to be routine and are approved by one motion. Items on the Consent Agenda include but are not limited to minutes, vouchers or other matters discussed at a previous City Council meeting. ~~Three Councilmembers~~ A Councilmember may remove any item(s) from the Consent Agenda for separate discussion and action. When an item is removed, the Consent Agenda is considered for action without that item. After the Consent agenda has been considered, each item which was removed is considered. When discussion on that item is completed, a motion may be made to vote on the item or to refer it to another meeting.

Business Agenda

Public Hearings and Discussion

Public hearings are held to receive public comment on important issues and/or issues requiring a public hearing by State statute or Burien ordinances. Public wishing to comment will follow the same procedure as for "Public Comments" and may speak after being recognized by the Mayor. After all persons have spoken, the hearing is closed to public comment. The Council may then proceed

with deliberation. For legislative public hearings, Council's decision will occur at the next regular meeting.

Proclamations and Presentations

The Mayor presents proclamations. A proclamation is defined as an official declaration made by ~~either the City Council or the Mayor~~. The Mayor and Councilmembers may each request the preparation of two proclamations a year to honor individuals or groups. Requests for proclamations from outside organizations and groups will be placed in the City Manager's Report and reviewed by the City Council. Proclamations must be signed or otherwise be pre-approved by a majority of Councilmembers prior to execution by the Mayor. Proclamations may be placed on the Council agenda to be read and presented or mailed to the honored individual or organization as appropriate.

Presentations are also scheduled as the first item under the Business Agenda and are limited to two (2) per meeting with a time limit of 10 minutes for each.

~~The City Manager may provide written report to the City Council under "City Manager's Report."~~

Ordinances and Resolutions

Ordinances are legislative acts or local laws. They are the most permanent and binding form of Council action and may be changed or repealed only by a subsequent ordinance. Ordinances normally become effective five days after publication in the City's official newspaper.

Resolutions are adopted to express Council policy or to direct certain types of administrative action. A resolution may be changed by adoption of a subsequent resolution.

Ordinances and resolutions may be passed under any of the agenda sections.

Council Reports

Councilmembers may report on meetings and activities in which they have participated and represented the City. Councilmembers are encouraged to submit written reports ~~to be included in a future Council Packet under Council Reports~~.

City Manager Report

Executive Session

~~An Executive Session may be held before, during or after a Council meeting, as described in Council Policy 2.5 (5).~~ Executive Sessions are explained under Section 2.5.E.

Adjournment

With no further business to come before the Council, the Mayor shall entertain a motion to adjourn. Councilmembers will vote on the motion to adjourn in the same manner as other motions.

Breaks

Generally, a formal 10-minute break during the meeting will be called at 9 p.m.

2.7 ORDER OF STUDY SESSION AGENDA

Call to Order

Pledge of Allegiance

Roll Call

~~Correspondence for the Record~~

Discussion Items

These are business items the full Council wishes to discuss and study in preparation for action at a future Council meeting. As noted in Section 2.1 E, action may be taken at a study session.

Members of the audience may comment on the item being discussed ~~when recognized by the Mayor~~.

Council Reports

Councilmembers may report on meetings and activities in which they have participated and represented the City. Councilmembers are encouraged to submit written reports ~~to be included in a future Council Packet under Council Reports~~.

Breaks

Generally, a formal 10-minute break during the meeting will be called at 9 p.m.

Adjournment

SECTION 3. AGENDA PREPARATION

- 3.1** The City Clerk, in consultation with the Mayor and City Manager, will prepare an agenda for each Council meeting specifying the time and place of the meeting, and set forth a brief general description of each item to be considered by the Council. Councilmembers will be asked to review the draft agenda before it is finalized.
- 3.2** The proposed agenda schedule will be reviewed during each Council meeting. The City Manager and City Clerk will maintain a list entitled "Future Agenda Items" of all known or requested items for future Council agendas at the end of the schedule. Changes in the proposed schedule from the previous meeting will be highlighted in bold with the reason for the change noted in italics below the item. This will be provided with each agenda and be the basis of the Council's review discussion.

- 3.3 The Mayor and/or City Manager may place items on a Council meeting agenda, according to the Proposed Council Agenda Schedule. Agenda items proposed by three Councilmembers will be placed on a future agenda, and requests supported by a minimum of three Councilmembers.
- 3.4 An item may be delayed if the Mayor and/or the City Manager know it is of particular importance to an absent Councilmember.
- 3.5 Legally required and advertised public hearings will have a higher priority over other time-scheduled agenda items, which have been scheduled by convenience rather than for statutory or other legal reasons.
- 3.6 Agenda items that are continued from one meeting to another will have preference on the next agenda to the extent possible.
- 3.7 Agendas with supporting materials will be provided to the City Council at 5 pm the Thursday prior to the meeting. Agenda and materials will be available at City Hall, on the City's website and at the Burien Library for City staff, media and the public at 4:00 pm on the Friday prior to the meeting.
- 3.8 The Council may use the "Recommended Motion" language on the agenda bill for making a motion.

SECTION 4. COUNCIL DISCUSSION AND DECISION MAKING PROCESS

- ~~4.1~~ ~~New or non-routine topics and issues will be discussed first at a Study Session unless the topic requires more immediate discussion.~~
- 4.21 The Council will take action at a following Regular meeting unless Council agrees that action can be taken immediately (except Consent Agenda and emergency items).
- ~~4.3~~ ~~If a majority of the Council arrives at consensus to put an issue up for a vote and a Councilmember is not there when the vote takes place, then that Councilmember should not bring the item back.~~
- 4.42 The Mayor will facilitate the discussion in a timely manner ~~and Councilmembers will try to be cognizant of the amount of time the discussion is taking.~~
- 4.53 The Mayor will state the public hearing procedures before each public hearing.
- 4.64 Staff/consultants will provide brief information and respond to questions by Councilmembers or as requested by the City Manager.
- 4.75 Councilmembers are individually responsible for gathering additional information on issues and for calling staff with questions not covered during the formal Study Session or Regular meeting process.
- 4.86 To the extent not otherwise governed by these Guidelines, Council discussion will be governed by ROBERT'S RULES OF ORDER, NEWLY REVISED.
- 4.7. Council discussion will include but is not limited to the six types of unacceptable remarks:
1. Personal remarks
 2. Discourteous remarks-insulting language, attacks, profanity
 3. Inflammatory language
 4. Referring to another member's motives (except in case of conflict of interest)
 5. Criticizing past actions of the group (unless subject is under discussion, or member is going to propose a change at the end of their speech.)
 6. Remarks that are not germane (relevant) to the discussion.

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SECTION 5. COMMENTS, CONCERNS & TESTIMONY TO COUNCIL

- 5.1 Persons addressing the Council, ~~who are on topics~~ not specifically scheduled on the agenda, shall be requested to step up to the podium, give their name and address for the record, and limit their remarks to two (2) minutes. Concerns will be referred to staff for a response as appropriate. The Council will take comments for a maximum of 20 minutes. Public Comment will be allowed at the beginning of each agenda item. Individuals will ~~please~~ limit their comments to three (3) minutes. Attendees who are unable to do so by themselves may ask the City Clerk for assistance to read their comments. ~~Staff's responses to citizen comments during the meeting will be placed in a future City Manager's Report and written comments will be responded to through email or letter.~~

All remarks will be addressed to the Council as a Whole. Any person making personal, impertinent, or slanderous remarks, or who becomes boisterous, threatening, or personally abusive while addressing the Council, may be requested to leave the meeting.

- 5.2 The Mayor has the authority to preserve order at all meetings of the Council, to cause removal of any person from any meeting for disorderly conduct and to enforce the Rules of the Council. The Mayor may command assistance of any peace officer to enforce all lawful orders of the Mayor to restore order at any meeting.

- ~~5.3 — Public with complaints, concerns or questions, will be encouraged to refer the matter to the City Manager, or ask that the matter be placed on a future City Council meeting agenda with the appropriate background information.~~

SECTION 6. MOTIONS

- 6.1 Prior to discussion, generally the Deputy Mayor will make the motion, and the senior member of the Council will make the second. If the Deputy Mayor is absent, the senior Councilmember will make the motion and the second most senior member ~~will~~may make the second.

After the motion is made and seconded, the applicable staff member will give a short presentation on the subject to be discussed.

- 6.2 If a motion does not receive a second, it dies. Motions that do not need a second include: nominations, withdrawal of motion, agenda order, request for a roll call vote, and point of order.
- 6.3 A motion that receives a tie vote is deemed to have failed.
- 6.4 Motions shall be clear and concise and not include arguments for the motion within the motion.
- 6.5 After a motion has been made and seconded, the Council may discuss their opinions on the issue prior to the vote and may state why they will vote for or against a motion, if they wish to do so.
- 6.6 When the Council concurs or agrees with an item that does not require a formal motion, the Mayor will summarize the agreement at the conclusion of the discussion.
- 6.7 ~~A motion may be withdrawn by the maker of the motion, at any time, without the consent of the Council. Once a motion has been made, seconded and stated by the chair, the body must consent to its withdrawal.~~
- 6.8 A motion to table is undebatable and shall preclude all amendments or debate of the issue under consideration. If the motion to table prevails, the matter may be "taken from the table" only by adding it to the agenda of a future Regular or Special meeting at which time discussion will continue; and if an item is tabled, it cannot be reconsidered at the same meeting.
- 6.9 A motion to postpone to a certain time is debatable, is amendable, and may be reconsidered at the same meeting. The question being postponed must be considered at a later time at the same meeting, or at a time certain at a future Regular or Special City Council meeting.
- 6.10 A motion to postpone indefinitely is debatable, is not amendable, and may be reconsidered at the same meeting only if the motion to ~~reconsider received an affirmative vote~~postpone indefinitely passed.

- 6.11 A motion to call for the question shall close debate on the main motion and is undebatable. This motion must receive a second and fails without a two-thirds (2/3) vote. If seven (7) Councilmembers are present, then five (5) must vote in the affirmative to fill the 2/3 requirement. Debate is reopened if the motion fails.
- 6.12 A motion to amend is defined as amending a motion that is on the floor and has been seconded, by inserting or adding, striking out, striking out and inserting, or substituting.
- 6.13 Whenever possible, proposed substantive amendments should be written out with all Councilmembers receiving copies in advance of the meeting.
- 6.14 Discussion of the motion only occurs after the motion has been moved and seconded.
- 6.15 When the discussion is concluded, the motion maker, Mayor, City Clerk, or City Attorney shall repeat the motion prior to voting.
- 6.16 The City Council votes on the motion as restated. ~~If the vote is unanimous, the Mayor shall state that the motion has been passed unanimously according to the number of Councilmembers present, such as “7-0” or “6-0.”~~ The Mayor will announce the results of the vote.
- ~~6.17. If the vote is not unanimous, and a Councilmember requests it, each Councilmember shall state his/her vote by roll call vote taken by the City Clerk. The City Clerk or City Attorney then restates the outcome of the vote. For example, the outcome may be restated as, “Councilmembers A, B, C, and D vote ‘yes’. Councilmembers E, F, and G vote ‘no’. The vote is 4-3 to adopt Ordinance X. The motion carries.”~~
- 6.18 Once the vote has been taken, the topic of discussion is closed. It is not necessary for Councilmembers to justify or explain their vote. If Councilmembers wish to make their positions known, this should be stated during the discussion *preceding* the vote.
- 6.19 When a question has been decided, any Councilmember who voted in the majority may move for a reconsideration, but no motion for reconsideration of a vote shall be made after the meeting has adjourned.
- 6.20 When the Council concurs or agrees with an item that does not require a formal motion, the Mayor will summarize the Council’s consensus at the conclusion of the discussion.

- 6.2120** The City Attorney shall decide all questions of interpretations of these meeting guidelines and other questions of a parliamentary nature which may arise at a Council meeting. All questions not provided for in these meeting guidelines shall be governed by Robert's Rules of Order, Newly Revised.

Motions to rescind or amend something previously adopted: Unless "Previous Notice" is provided of the intent to bring a motion to rescind or amend something previously adopted, such a motion requires either a two-thirds vote of the members voting, or a vote of the majority of the entire membership of the Council to pass. "Previous Notice" is provided by (1) a Councilmember announcing his/her intent to make a motion to rescind or amend something previously adopted by the Council at a following meeting; or (2) having the City Clerk include a notice of the Councilmember's intent to make such a motion in the notice of the next meeting.

In the event of a conflict, these Council meeting guidelines shall prevail.

SECTION 7. ORDINANCES

- 7.1** All ordinances shall be prepared or reviewed by the City Attorney. No ordinance shall be prepared for presentation to the Council unless requested by a majority of the City Council, the City Manager, or the City Attorney.
- 7.2** Ordinances shall be introduced by an Agenda Bill. The City Clerk shall assign a permanent ordinance number prior to placing the ordinance on the agenda. The City Attorney shall review the ordinance and sign it prior to placing it before the City Council for its consideration.
- 7.3** Upon enactment of the ordinance, the City Clerk shall obtain the signature of the Mayor. After the Mayor's signature, the City Clerk shall sign the ordinance.
- 7.4** Ordinances or ordinance summaries shall be published in the official newspaper as a legal publication in the first possible publication following enactment.
- 7.5** An ordinance becomes effective five (5) days after the publication of the ordinance or ordinance summary unless otherwise specified in the ordinance.

SECTION 8. PRESIDING OFFICER OF THE COUNCIL

The Mayor shall:

- A. Be the official spokesperson for the City
- B. Act as the official head of the City for all ceremonial purposes.
- C. Sign documents as appropriate on behalf of the Council.

- D. Observe and enforce the Council Meeting Guidelines.
- E. Act as presiding officer at all meetings of the Council.
- F. Preserve order and decorum in the Council Chambers.
- G. Decide all questions on order, in accordance with the Guidelines, subject to appeal by any Councilmember.
- H. Recognize Councilmembers in the order in which they request the floor. The Presiding Officer, as a Councilmember, shall have only those rights, and shall be governed in all matters and issues by the same rules and restrictions as other Councilmembers.
- I. Endeavor to facilitate the discussion in a timely manner.
- J. Share information with Councilmembers on meetings, issues, etc. that the Mayor has received, conducted or participated in as part of his/her official status as Mayor.
- K. Appoint Councilmembers to serve on ad-hoc committees if necessary.
- L. Serve as the Council's delegate to the National League of Cities, Association of Washington Cities, and other events and conferences.
- M. In the absence of the Mayor, the Deputy Mayor shall carry out the above responsibilities.
- N. In the absence of the Mayor and Deputy Mayor, the member with the most continuous tenure on the Council shall be the presiding officer.
- O. In the event the Mayor and Deputy Mayor are unavailable to serve, the senior member of the Council shall serve as the Mayor to convene and preside over a special meeting of the Council for the purpose of naming an acting mayor and deputy mayor.
- P. The acting mayor and deputy mayor shall serve until such time as new members are appointed to fill any vacancies on the Council.
- Q. When the Council again has seven members, it shall elect a Mayor and Deputy Mayor to fill the previously unexpired terms.

SECTION 9. COUNCIL RELATIONS

9.1 ANTI-HARASSMENT POLICY

A. It is City policy to foster and maintain a work environment that is free from discrimination and intimidation. Toward this end, the City will not tolerate harassment of any kind that is made by elected officials toward fellow Councilmembers or members of the public. Elected officials are expected to show respect for one another and the public at all times, despite individual differences.

B. Harassment is ~~defined as verbal, written or physical conduct that demeans or shows hostility or strong dislike toward an employee, another elected official or members of the public. Examples of prohibited conduct include slurs, or demeaning comments to Councilmembers, employees or members of the public relating to race, ethnic background, gender, religion, sexual orientation, age, sex, or disability.~~ unwelcome conduct that is based on race, color, religion, sex (including pregnancy, childbirth and related medical conditions), national origin, age (40 or older), disability, genetic information, marital status, sexual orientation, honorably discharged veteran or military status or the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a person with a disability. In some circumstances, it can be deemed unlawful discrimination that violates federal laws and/or state laws. The making of demeaning comments, whether verbally or in writing, or use of unwelcome epithets, gestures or other physical conduct, based on the above-referenced protected classes, toward employees, Councilmembers or members of the public are prohibited. Councilmembers are strongly urged to report all incidents of harassment.

C. Sexual harassment is a form of unlawful discrimination.

~~D. This policy is intended to assist the City in addressing not only illegal harassment, but also any conduct that is offensive and inappropriate. Councilmembers are strongly urged to report all incidents of harassment, discrimination or other inappropriate behavior.~~

9.2 REPORTING DISCRIMINATION OR HARASSMENT

A. If the incident involves a city employee, the incident should be reported as soon as possible to the City Manager.

B. If the incident involves an elected official or official appointed by the City Council such as an advisory board member, the incident should be reported as soon as possible to the Mayor.

- C. If the incident involves an elected official or official appointed by the City Council such as an advisory board member, the Mayor may ask the City Manager to assist the Council by providing a list of qualified experts to investigate the incident and advise the council on a response to the complaint.
- D. All complaints will be investigated promptly. Upon receiving a complaint, the mayor shall initiate an investigation within 24 hours, or by the end of the next business day.
- E. All complaints will be kept confidential to the fullest extent possible, and will be disclosed only as necessary to allow an investigation and response to the complaint. No one will be involved in the investigation or response except those with a need to know. Any special concerns about confidentiality will be addressed at the time they are raised.
- F. If the incident involves the Mayor, then the Mayor's responsibilities described in (B), (C) & (D) above will be performed by the City Attorney.
- G. Anyone who is found to have violated this policy is subject to corrective action. Corrective action will depend on the gravity of the offense. The City will take whatever action it deems necessary to prevent an offense from being repeated.
- H. The City will not permit retaliation against anyone who makes a complaint or who cooperates in an investigation.
- I. Both the person filing the complaint and the alleged offender shall receive a written response that contains the findings of the investigation and any action taken. Unless extra time is needed for a thorough investigation, the response will normally be given within thirty (30) days of when the complaint was received. All parties will be notified of an extended investigation if such an extension is necessary to complete the findings.

9.3 COUNCIL RELATIONS WITH STAFF

- A. There will be mutual respect from both City staff and Councilmembers of their respective roles and responsibilities.
- B. City staff shall acknowledge the Council as policy makers, and the Councilmembers shall acknowledge City staff as administering the Council's policies.
- C. Councilmembers with a particular interest in an item or topic should be given a courtesy call if that item is rescheduled by staff.
- D. All written informational material requested by individual Councilmembers shall be submitted by City staff to the City Manager who after his/her review,

will submit it to all Councilmembers with a notation indicating which Councilmember requested the information.

- E. Councilmembers shall not attempt to influence City staff in the selection of personnel, the awarding of contracts, the selection of consultants, the processing of development applications or the granting of City licenses or permits.
- F. The Council shall not attempt to change or interfere with the operating rules and practices of any City department.
- G. To ensure timely response and any required administrative actions, mail addressed to the Mayor shall be copied and circulated by the City Clerk to all appropriate persons as soon as practicable after it arrives. Unless specifically requested, other Councilmembers' mail shall not be opened before distribution to those Councilmembers.
- H. No Councilmember shall direct the City Manager or staff to initiate any action or prepare any report that is a priority or requires significant resources, or initiate any project or study without the consent of a majority of the Council.
- I. Individual requests for information may be made directly to the Department Director unless otherwise determined by the City Manager. If the request would create a change in work assignments or City staffing levels, the request must be made through the City Manager.

SECTION 10. COUNCIL MEETING STAFFING

- 10.1** The City Manager shall attend all meetings of the Council unless excused. The City Manager may make recommendations to the Council and shall have the right to take part in the discussions of the Council but shall have no vote. When the City Manager has an excused absence, the designated Acting City Manager shall attend the meeting.
- 10.2** The City Attorney shall attend all meetings of the Council unless excused, and shall, upon request, give an opinion, either written or oral, on legal questions. The City Attorney shall act as the Council's parliamentarian. The City Manager or City Attorney may raise a Point of Order to support the presiding officer and Council in ensuring compliance with the Meeting Guidelines and parliamentary procedures.
- 10.3** The City Clerk, or designee, shall attend Regular, Special and Study Session meetings of the Council, keep the official journal (minutes), and perform such other duties as may be needed for the orderly conduct of the meeting.

SECTION 11. COUNCILMEMBER ATTENDANCE AT MEETINGS

- 11.1 Councilmembers will inform the Mayor, a Councilmember, the City Manager or City Clerk if they are unable to attend any Council meeting, or if they knowingly will be late to any meeting. The minutes will show the Councilmember as having an excused absence.
- 11.2 The Mayor will announce for the record a Councilmember's excused or unexcused absence at the Regular Meetings and Study Sessions after roll-call is taken.
- 11.3 Councilmembers ~~who attend meetings of another jurisdiction, regional meetings, or "in house" meetings should provide a report for the City Manager's Report~~ should report on meetings and activities in which they have participated and represented the City. Councilmembers are encouraged to submit written reports to be included in a future Council Packet under Council Reports.
- 11.4 Councilmembers ~~will not attend special district meetings as liaison, attending~~ Advisory Board Meetings shall attend as observers and not as participants. If an Advisory Board Meeting involves a quasi-judicial hearing, Councilmembers shall not attend such meeting.
- 11.5 Councilmembers will let the Executive Assistant to the City Manager know what meetings they are attending so that these can be noted on the meetings calendar.

SECTION 12. PUBLIC HEARINGS

12.1 TYPES

There are two types of public hearings: legislative and quasi-judicial. The Mayor will state the public hearing procedures before each public hearing. After being recognized by the Mayor, the public wishing to comment on public hearing items shall step up to the podium, give their name and address for the record and limit their remarks to three (3) minutes for legislative hearings. ~~There is no time limit for remarks for quasi-judicial hearings. Time limits for public testimony in quasi-judicial public hearings may be set by the presiding officer and be subject to appeal.~~ After all persons have spoken, the hearing is closed to public comment. The Council then proceeds with deliberation and decision making.

12.2 LEGISLATIVE PUBLIC HEARINGS

The purpose of a legislative public hearing is to obtain public input on legislative decisions on matters of policy, including without limitation, review by the City Council of its comprehensive land use plan or the biennial budget.

12.3 QUASI-JUDICIAL PUBLIC HEARINGS/APPEARANCE OF FAIRNESS

- A. The purpose of a quasi-judicial public hearing is to decide issues including the right of specific parties and include, without limitation, certain land use matters such as site specific rezones, preliminary plats, and variances. Quasi-judicial public hearings coming before the City Council are closed record hearings. The City Council's decision on a quasi-judicial matter must be based upon and supported by the "record" in the matter. The "record" consists of all testimony or comment presented at ~~the~~ a prior open record hearing and all documents and exhibits that have been submitted. In quasi-judicial hearings, Councilmembers shall comply with all applicable laws including without limitation the Appearance of Fairness Doctrine per RCW 42.36.
- B. Prior to any quasi-judicial hearing, each Councilmember should give consideration to whether a potential violation of the Appearance of Fairness Doctrine exists. If so, no matter how remote, the Councilmember should disclose the facts to the City Manager who will seek the opinion of the City Attorney, which will be communicated to the Councilmember and the Mayor.
- C. Councilmembers should recognize that the Appearance of Fairness Doctrine does not require establishment of a conflict of interest, but whether there is an appearance of conflict of interest to the average person. This may involve the Councilmember or a Councilmember's business associate, or immediate family. It could involve *ex parte* (outside the hearing) communications, ownership of property in the vicinity, business dealings with the proponents and/or opponents before or after the hearing, business dealings of the Councilmember's employer with the proponents and/or opponents, announced predispositions, and the like.

SECTION 13. MEDIA REPRESENTATION AT COUNCIL MEETINGS

- 13.1 All public meetings of the City Council and its advisory committees shall be open to the media, freely subject to recording by radio, television and photographic services at any time, provided that such arrangements do not interfere with the orderly conduct of the meeting. Seating space shall be provided for the media at each public meeting.

SECTION 14. COUNCIL REPRESENTATION

- 14.1 The Mayor and the City Manager are the official spokespersons for the City. Councilmembers are encouraged to direct inquiries about City positions to them.
- 14.2 If a Councilmember appears on behalf of the City before another governmental agency, a community organization, or through the media, for the purpose of commenting on an issue, the Councilmember shall state the majority position of the Council, if known, on such issue. Personal opinions and comments, which differ from the Council majority, may be expressed if the Councilmember clearly states these statements do not represent the Council's position.

- | **14.23** A Councilmember shall obtain the other Councilmember's concurrence before representing that Councilmember's view or position with the media, another governmental agency or community organization. If the subject is controversial, Councilmembers shall avoid speaking for each other.
- | **14.34** Letters, written statements, newspaper guest opinions, and so on, which state a Council opinion or policy shall be submitted to the full Council for review, comment and final approval prior to their release. In some cases, it may be appropriate to provide for the signatures of the full Council.

As a matter of courtesy, letters to the editor, or other communication of a controversial nature, which do not express the majority opinion of the Council, should be presented to the full Council at the time of communication.

SECTION 15. CONFIDENTIALITY

- 15.1** Councilmembers shall keep confidential all written materials and verbal information provided to them during Executive Sessions to ensure that the City's position is not compromised. Confidentiality also includes information provided to Councilmembers outside of Executive Sessions, when the information is considered to be exempt from disclosure under exemptions set forth in the Revised Code of Washington (RCW 42.56 Public Records Act).
- 15.2** If the Council, in Executive Session, has given direction or consensus to City staff on proposed terms and conditions for any type of issue, all contact with the other party shall be done by the designated City staff representative handling the issue. Prior to discussing the information with anyone other than fellow Councilmembers, the City Attorney, or City staff designated by the City Manager, Councilmembers should review such potential discussion with the City Manager. Any Councilmember having any such contact or discussion shall make full disclosure to the City Manager and/or the City Council in a timely manner.

SECTION 16. COUNCIL BUSINESS POLICIES

16.1 LITIGATION POLICIES AND REPORTING

Periodically, the City Attorney will provide a report to the City Council on new litigation and ongoing litigation in the Council Executive Session.

SECTION 17. PUBLIC RECORDS

- 17.1** Public records created or received by the Mayor or any Councilmember will be transferred to the City Clerk's office for retention by the City in accordance with the Public Records Law (RCW 42.56). Public records that are duplicates of those received by, or in the possession of the City, are not required to be retained per Washington State Archives Retention Schedule. Questions about whether or not a

document is a public record or if it is required to be retained should be referred to the City Attorney.

~~SECTION 18. CITY MANAGER PERFORMANCE REVIEW PROCESS~~

~~Expectations of Councilmembers~~

- ~~1. All Councilmembers are expected to complete the City Manager evaluation form by the specified time.~~
- ~~2. Individual Councilmember evaluation comments and ratings are to remain confidential during the evaluation process.~~

~~Process for a Newly Hired City Manager's Four-Month Performance Evaluation~~

- ~~1. Within ten business days after the completion of the review period, City Manager completes self-evaluation of performance toward meeting the goals and priorities set by City Council.~~
- ~~2. Within fifteen business days after the completion of the review period, City Attorney sends City Manager's self-evaluation to City Council.~~
- ~~3. City Council meets in executive session (initially without City Manager) for discussion. City Attorney attends as a resource as requested by the City Council.~~
 - ~~a. Purpose is to review input from City Manager and each other, share perspectives and discuss how well the City Manager has achieved the performance goals.~~
 - ~~b. City Attorney will help ensure process is conducted properly.~~
 - ~~c. City Manager is asked to join the meeting to respond to questions and offer comment on his/her performance. City Manager then leaves the meeting.~~
 - ~~d. City Council continues discussion and City Attorney attends as needed.~~
 - ~~e. City Council develops a consensus evaluation memorandum based on Council direction.~~
- ~~4. Council takes action at the next scheduled meeting to approve the evaluation memo including goals and priorities for next evaluation period.~~

~~Process for a Newly Hired City Manager's Eight-Month Performance Evaluation~~

- ~~1. Within ten business days after the completion of the review period, City Manager completes self-evaluation of performance toward meeting the goals and priorities set by City Council since last evaluation period.~~
- ~~2. Within ten business days after the completion of the review period, City Attorney (with help from Human Resources Manager) conducts process to gather staff feedback on City Manager performance since last evaluation period.~~

- ~~a. Anonymous feedback shall be gathered from the Leadership Team and a random sampling of 10% of the regular full time and part time staff, excluding the Leadership Team.~~
 - ~~b. City Attorney and HR Manager shall compile the feedback received. The list should include whether the information was submitted by a member of the Leadership Team or "Other".~~
- ~~3. Within fifteen business days after the completion of the review period, City Attorney sends to City Council the following:~~
 - ~~a. Blank evaluation form to evaluate City Manager's performance~~
 - ~~b. City Manager self evaluation~~
 - ~~c. Compilation of staff comments~~
- ~~4. City Council meets in executive session (initially without City Manager) for discussion. City Attorney attends as a resource as requested by the City Council.~~
 - ~~a. Purpose is to review input from City Manager and each other, share perspectives and discuss how well the City Manager has achieved the performance goals.~~
 - ~~b. City Attorney will help ensure process is conducted properly.~~
 - ~~c. City Manager is asked to join the meeting to respond to questions and offer comment on his/her performance. City Manager then leaves the meeting.~~
 - ~~d. City Council continues discussion and City Attorney attends as needed.~~
 - ~~e. City Council develops a consensus evaluation memorandum based on Council's direction.~~
- ~~5. Council takes action at the next scheduled meeting to approve the evaluation memo including goals and priorities for next evaluation period.~~

Process for a Newly Hired City Manager's One-Year Performance Evaluation

- ~~1. Within ten business days after the completion of the review period, City Manager completes self evaluation of performance toward meeting the goals and priorities set by City Council since last evaluation period. City Manager also outlines proposed goals and priorities for next evaluation period.~~
- ~~2. Within ten business days after the completion of the review period, City Attorney (with help from Human Resources Manager) conducts process to gather staff feedback on City Manager performance since last evaluation period.~~
 - ~~a. Anonymous feedback shall be gathered from the Leadership Team and a random sampling of 10% of the regular full time and part time staff, excluding the Leadership Team.~~
 - ~~b. City Attorney and HR Manager shall compile the feedback received. The list should include whether the information was submitted by a member of the Leadership Team or "Other".~~

- ~~3. Within fifteen business days after the completion of the review period, City Attorney sends to City Council the following:
 - ~~a. Blank evaluation form to evaluate City Manager's performance~~
 - ~~b. City Manager self-evaluation~~
 - ~~c. Compilation of staff comments~~~~
- ~~4. Council members complete individual evaluation forms.~~
- ~~5. City Council meets in executive session (initially without City Manager) for discussion. City Attorney attends as a resource as requested by the City Council.
 - ~~a. Purpose is to review input from staff and each other, share perspectives and discuss how well the City Manager has achieved the performance goals.~~
 - ~~b. City Attorney will help ensure process is conducted properly.~~
 - ~~c. City Manager is asked to join the meeting to respond to questions and offer comment on his/her performance. City Manager then leaves the meeting.~~
 - ~~d. City Council continues discussion and City Attorney attends as needed.~~
 - ~~e. City Council develops a consensus evaluation memorandum based on Council direction. City Council also decides whether City Manager should receive a raise, guidance and any other direction based on the evaluation and consistent with contract provisions.~~~~
- ~~6. Council takes action at the next scheduled meeting to approve the evaluation memo including goals and priorities for next evaluation period.~~

Process for City Manager's On-going Annual Evaluations

- ~~1. City Manager completes self-evaluation of performance toward meeting the goals and priorities set by City Council since last evaluation period. City Manager also outlines proposed goals and priorities for next evaluation period. (By November 1)~~
- ~~2. City Attorney (with help from Human Resources Manager) conducts process to gather staff feedback on City Manager performance since last evaluation period. (By November 1)
 - ~~a. Anonymous feedback shall be gathered from the Leadership Team and a random sampling of 10% of the regular full-time and part-time staff, excluding the Leadership Team.~~
 - ~~b. City Attorney and HR Manager shall compile the feedback received. The list should include whether the information was submitted by a member of the Leadership Team or "Other".~~~~
- ~~3. City Attorney sends to City Council the following: (By the second Thursday in November)
 - ~~a. Blank evaluation form to evaluate City Manager's performance~~~~

- ~~b. City Manager self evaluation~~
- ~~e. Compilation of staff comments~~

~~4. Council members complete individual evaluation forms. (By the fourth Monday in November)~~

~~5. By the fourth Monday in November, City Council meets in executive session (initially without City Manager) for discussion. City Attorney attends as a resource as requested by the City Council.~~

- ~~a. Purpose is to review input from staff and each other, share perspectives and discuss how well the City Manager has achieved the performance goals.~~
- ~~b. City Attorney will help ensure process is conducted properly.~~
- ~~c. City Manager is asked to join the meeting to respond to questions and offer comment on his/her performance. City Manager then leaves the meeting.~~
- ~~d. City Council continues discussion and City Attorney attends as needed.~~
- ~~e. City Council develops a consensus evaluation memorandum based on Council direction. City Council also decides whether City Manager should receive a raise, guidance and any other direction based on the evaluation and consistent with contract provisions.~~

~~6. Council takes action at the next scheduled meeting to approve the evaluation memo including goals and priorities for next evaluation period. (By the third Monday in December)~~

SECTION ~~4918~~. MAYOR/DEPUTY MAYOR SELECTION PROCESS

~~4918.1~~ The Mayor and Deputy Mayor shall be elected from the ranks of the Councilmembers according to the Council/Manager form of government.

~~4918.2~~ The Mayor shall be elected to a two-year term according to RCW35A.13.030.

~~4918.3~~ The Deputy Mayor shall be elected to a one-year term at the first Regular Council meeting in January.

~~4918.4~~ The City Clerk or designee shall conduct the election for Mayor. The Mayor shall then conduct the election for Deputy Mayor.

SECTION ~~2019~~. APPOINTMENTS TO COMMITTEES AND REGIONAL ORGANIZATIONS

Council may appoint Councilmember(s) to ad-hoc committees during a regular Council meeting. Appointments to regional bodies, ad-hoc community committees or other special committees outside the City auspices may be made in two ways: (1) the regional committee may request recommendations for ultimate

appointment by the regional committee; or (2) the City Council may make direct appointment to a regional committee when asked to do so by that body.

- | **2019.1** Any Councilmember may express an interest in a particular subject and interest in serving on a particular regional body.
- | **2019.2** When a regional body requests membership recommendations where the regional body makes the final appointment, the Mayor shall ask Councilmembers to state their interest for appointment. All names of Councilmembers expressing an interest shall be submitted by the Mayor to the regional body, which will then make the appointment(s).
- | **20.193** When the Council has the authority to make direct appointment to a regional committee, discussion shall take place with the full Council to determine interest. The Councilmember receiving a majority vote will represent the City on that regional body.
- | **2019.4** Changes in representation to regional committees where the Council has the authority to make a direct appointment shall also be determined through full Council discussion and majority vote of the Council.
- | **2019.5** Councilmembers ~~who are appointed representatives to regional organizations shall provide a report to the Council either in written or oral form at the regular Council meeting in the City Manager's Report or under Reports on the Council agenda following a meeting of the regional organization. shall report on meetings and activities in which they have participated and represented the City.~~ Councilmembers are encouraged to submit written reports to be included in a future Council Packet under Council Reports.

| **SECTION ~~21~~20. PROCEDURE FOR FILLING COUNCIL VACANCIES**

- | **2120.1** If a Council vacancy occurs, the Council will follow the procedure outlined in RCW 35A.13.020 (1), which requires the remaining Council members to appoint a qualified person to fill the vacant position within ninety (90) days of the effective date of the vacancy.
- | **2120.2** The City Councilmember who is resigning from office will submit a letter of resignation to be accepted by the City Council at the next Council meeting.
- | **2120.3** The City Council shall review and make any revisions they wish to the Council Vacancy Application form (Exhibit B).
- | **2120.4** The legal announcement shall appear at least two times in the legal section of the City's official newspaper and in any other publication or on any internet site deemed appropriate by the City Council.

- | **2120.5** The City Clerk shall receive all applications for the specified period of time.
- | **2120.6** The City Council shall submit questions for an interview process to the City Clerk.
- | **2120.7** The City Clerk shall compile the applications for an interview process, set an interview date according to the Council's availability, and schedule interviews with the applicants. The City Clerk shall prepare the final list of interview questions as agreed upon by the Council.
- | **2120.8** The City Clerk shall prepare a notice of the meeting to interview candidates.
- | **2120.9** The Council in a Regular or Special Council meeting open to the public will interview all candidates who have submitted an application. Councilmembers will ask the same questions of all candidates. Each candidate will be allowed two minutes for closing comments. Since this is not a campaign, comments and responses about other applicants will not be allowed.
- | **2120.10** The Council may recess into Executive Session to discuss the qualifications of all candidates. Nominations, voting and selection of a person to fill the vacancy will be conducted during a public meeting.
- | **2120.11** The City Attorney will prepare the Oath of Office and swear in the newly appointed Councilmember at the same or next scheduled Council meeting.
- | **2120.12** Upon appointment, the City Clerk shall send a letter to the Department of Elections notifying it of the new appointment.
- | **2120.13** The vacancy that was filled by appointment must be filled by election to that position in the next regularly scheduled municipal election.
- | **2120.14** The Councilmember elected in the next regular municipal election to the office that had been vacated prior to the expiration of the term, will take office immediately following the certification of the election.

| SECTION **2221**. MISCELLANEOUS

- | **2221.1** When Councilmembers register to attend an official conference requiring voting delegates, such as the annual National League of Cities or Association of Washington Cities, the Council shall designate the voting delegate(s) and alternate voting delegate(s) during a public meeting, by a majority vote. When possible, said selection of voting delegate(s) shall be done on a rotating basis for the purpose of allowing all Councilmembers the opportunity to be an official voting delegate.
- | **2221.2** Council attendance at conferences and/or trainings that require out-of-state or overnight travel will be so noted in the City Manager's Report.

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| 21.3 Seating arrangements during Council meetings may be varied.

| **SECTION ~~2322~~. SUSPENSION AND AMENDMENT OF GUIDELINES**

| **~~2322~~.1** Any provision of these guidelines not governed by state law or ordinance may be temporarily suspended by a majority vote of the Council.

| **~~2322~~.2** These guidelines may be amended or new rules adopted, by a majority vote of the Council.

Adopted by the Burien City Council
July 25, 1994
Revised February 13, 1995
Revised November 20, 1995 by Resolution 072
Revised December 18, 1995 by Resolution 071
Revised January 26, 1998 by Resolution 095, 097, & 100
Revised June 1, 1998 by Motion
Revised September 21, 1998 by Resolution No. 103
Revised April 27, 1999 by Ordinance No. 228 and Ordinance 229
Revised June 7, 1999 by Ordinance No. 258
Revised October 4, 1999 by Motion
Revised February 26, 2001 by Motion
Revised February 4, 2002 by Motion
Revised February 3, 2003 by Motion
Revised November 1, 2004 by Motion
Revised June 6, 2005 by Motion and Resolution No. 215
Revised May 6, 2013 by Motion

Exhibit A

RCW 35A.13.010

City officers — Size of council.

The councilmembers shall be the only elective officers of a code city electing to adopt the council-manager plan of government authorized by this chapter, except where statutes provide for an elective municipal judge. The council shall appoint an officer whose title shall be "city manager" who shall be the chief executive officer and head of the administrative branch of the city government. The city manager shall be responsible to the council for the proper administration of all affairs of the code city. The council of a noncharter code city having less than twenty-five hundred inhabitants shall consist of five members; when there are twenty-five hundred or more inhabitants the council shall consist of seven members: PROVIDED, That if the population of a city after having become a code city decreases from twenty-five hundred or more to less than twenty-five hundred, it shall continue to have a seven-member council. If, after a city has become a council-manager code city its population increases to twenty-five hundred or more inhabitants, the number of council offices in such city may increase from five to seven members upon the affirmative vote of a majority of the existing council to increase the number of council offices in the city. When the population of a council-manager code city having five council offices increases to five thousand or more inhabitants, the number of council offices in the city shall increase from five to seven members. In the event of an increase in the number of council offices, the city council shall, by majority vote, pursuant to RCW [35A.13.020](#), appoint two persons to serve in these offices until the next municipal general election, at which election one person shall be elected for a two-year term and one person shall be elected for a four-year term. The number of inhabitants shall be determined by the most recent official state or federal census or determination by the state office of financial management. A charter adopted under the provisions of this title, incorporating the council-manager plan of government set forth in this chapter may provide for an uneven number of councilmembers not exceeding eleven.

A noncharter code city of less than five thousand inhabitants which has elected the council-manager plan of government and which has seven council offices may establish a five-member council in accordance with the following procedure. At least six months prior to a municipal general election, the city council shall adopt an ordinance providing for reduction in the number of council offices to five. The ordinance shall specify which two council offices, the terms of which expire at the next general election, are to be terminated. The ordinance shall provide for the renumbering of council positions and shall also provide for a two-year extension of the term of office of a retained council office, if necessary, in order to comply with RCW [35A.12.040](#).

However, a noncharter code city that has retained its old council-manager plan of government, as provided in RCW [35A.02.130](#), is subject to the laws applicable to that old plan of government.

For the purposes of determining population under this section, cities may include or exclude the population of any state correctional facility located within the city.

[2011 c 14 § 2; 2009 c 549 § 3016; 1994 c 223 § 35; 1994 c 81 § 72; 1987 c 3 § 16; 1985 c 106 § 2; 1983 c 128 § 2; 1979 ex.s. c 18 § 24; 1979 c 151 § 34; 1967 ex.s. c 119 § [35A.13.010](#).]

Notes:

Severability -- 1987 c 3: See note following RCW [3.70.010](#).

Severability -- 1979 ex.s. c 18: See note following RCW [35A.01.070](#).

Population determinations, office of financial management: Chapter [43.62](#) RCW.

RCW 35A.13.020

Election of councilmembers — Eligibility — Terms — Vacancies — Forfeiture of office — Council chair.

In council-manager code cities, eligibility for election to the council, the manner of electing councilmembers, the numbering of council positions, the terms of councilmembers, the occurrence and the filling of vacancies, the grounds for forfeiture of office, and appointment of a mayor pro tempore or deputy mayor or councilmember pro tempore shall be governed by the corresponding provisions of RCW [35A.12.030](#), [35A.12.040](#), [35A.12.050](#), [35A.12.060](#), and [35A.12.065](#) relating to the council of a code city organized under the mayor-council plan, except that in council-manager cities where all council positions are at-large positions, the city council may, pursuant to RCW [35A.13.033](#), provide that the person elected to council position one shall be the council chair and shall carry out the duties prescribed by RCW [35A.13.030](#).

[2009 c 549 § 3017; 1994 c 223 § 36; 1975 1st ex.s. c 155 § 1; 1967 ex.s. c 119 § [35A.13.020](#) .]

RCW 35A.13.030

Mayor — Election — Chair to be mayor — Duties.

Biennially at the first meeting of the new council the members thereof shall choose a chair from among their number unless the chair is elected pursuant to RCW [35A.13.033](#). The chair of the council shall have the title of mayor and shall preside at meetings of the council. In addition to the powers conferred upon him or her as mayor, he or she shall continue to have all the rights, privileges, and immunities of a member of the council. The mayor shall be recognized as the head of the city for ceremonial purposes and by the governor for purposes of military law. He or she shall have no regular administrative duties, but in time of public danger or emergency, if so authorized by ordinance, shall take command of the police, maintain law, and enforce order.

[2009 c 549 § 3018; 1975 1st ex.s. c 155 § 2; 1967 ex.s. c 119 § [35A.13.030](#)

RCW 35A.13.033

Election on proposition to designate person elected to position one as chair — Subsequent holders of position one to be chair.

The city council of a council-manager city may by resolution place before the voters of the city, a proposition to designate the person elected to council position one as the chair of the council with the powers and duties set forth in RCW [35A.13.030](#). If a majority of those voting on the proposition cast a positive vote, then at all subsequent general elections at which position one is on the ballot, the person who is elected to position one shall become the chair upon taking office.

[2009 c 549 § 3019; 1975 1st ex.s. c 155 § 3.]

RCW 35A.13.035

Mayor pro tempore or deputy mayor.

Biennially at the first meeting of a new council, or periodically, the members thereof, by majority vote, may designate one of their number as mayor pro tempore or deputy mayor for such period as the council may specify, to serve in the absence or temporary disability of the mayor; or, in lieu thereof, the council may, as the need may arise, appoint any qualified person to serve as mayor pro tempore in the absence or temporary disability of the mayor. In the event of the extended excused absence or disability of a councilmember, the remaining members by majority vote may appoint a councilmember pro tempore to serve during the absence or disability.

[2009 c 549 § 3020; 1969 ex.s. c 81 § 1.]

Notes:

Effective date -- 1969 ex.s. c 81: "This 1969 amendatory act shall take effect July 1, 1969." [1969 ex.s. c 81 § 7.]

RCW 35A.13.040

Compensation of councilmembers — Expenses.

The salaries of the councilmembers, including the mayor, shall be fixed by ordinance and may be revised from time to time by ordinance, but any increase or reduction in the compensation attaching to an office shall not become effective until the expiration of the term then being served by the incumbent: PROVIDED, That compensation of councilmembers may not be increased or diminished after their election nor may the compensation of the mayor be increased or diminished after the mayor has been chosen by the council.

Until councilmembers of a newly organized council-manager code city may lawfully be paid as provided by salary ordinance, such councilmembers shall be entitled to compensation in the same manner and in the same amount as councilmembers of such city prior to the adoption of this council-manager plan.

Until a salary ordinance can be passed and become effective as to elective officers of a newly incorporated code city, the first councilmembers shall be entitled to compensation

as follows: In cities having less than five thousand inhabitants -- twenty dollars per meeting for not more than two meetings per month; in cities having more than five thousand but less than fifteen thousand inhabitants -- a salary of one hundred and fifty dollars per calendar month; in cities having more than fifteen thousand inhabitants -- a salary of four hundred dollars per calendar month. A councilmember who is occupying the position of mayor, in addition to his or her salary as a councilmember, shall be entitled, while serving as mayor, to an additional amount per calendar month, or portion thereof, equal to twenty-five percent of the councilmember salary: PROVIDED, That such interim compensation shall remain in effect only until a salary ordinance is passed and becomes effective as to such officers, and the compensation provided herein shall not be construed as fixing the usual compensation of such officers. Councilmembers shall receive reimbursement for their actual and necessary expenses incurred in the performance of the duties of their office, or the council by ordinance may provide for a per diem allowance. Procedure for approval of claims for expenses shall be as provided by ordinance.

[2009 c 549 § 3021; 1979 ex.s. c 18 § 25; 1967 ex.s. c 119 § [35A.13.040](#).]

Notes:

Severability -- 1979 ex.s. c 18: See note following RCW [35A.01.070](#).

RCW 35A.13.050

City manager — Qualifications.

The city manager need not be a resident at the time of his or her appointment, but shall reside in the code city after his or her appointment unless such residence is waived by the council. He or she shall be chosen by the council solely on the basis of his or her executive and administrative qualifications with special reference to his or her actual experience in, or his or her knowledge of, accepted practice in respect to the duties of his or her office. No person elected to membership on the council shall be eligible for appointment as city manager until one year has elapsed following the expiration of the term for which he or she was elected.

[2009 c 549 § 3022; 1967 ex.s. c 119 § [35A.13.050](#) .]

RCW 35A.13.060

City manager may serve two or more cities.

Whether the city manager shall devote his or her full time to the affairs of one code city shall be determined by the council. A city manager may serve two or more cities in that capacity at the same time.

[2009 c 549 § 3023; 1967 ex.s. c 119 § [35A.13.060](#).]

RCW 35A.13.070

City manager — Bond and oath.

Before entering upon the duties of his or her office the city manager shall take an oath or affirmation for the faithful performance of his or her duties and shall execute and file with the clerk of the council a bond in favor of the code city in such sum as may be fixed by the council. The premium on such bond shall be paid by the city.

[2009 c 549 § 3024; 1967 ex.s. c 119 § [35A.13.070](#).]

RCW 35A.13.080

City manager — Powers and duties.

The powers and duties of the city manager shall be:

- (1) To have general supervision over the administrative affairs of the code city;
- (2) To appoint and remove at any time all department heads, officers, and employees of the code city, except members of the council, and subject to the provisions of any applicable law, rule, or regulation relating to civil service: PROVIDED, That the council may provide for the appointment by the mayor, subject to confirmation by the council, of a city planning commission, and other advisory citizens' committees, commissions, and boards advisory to the city council: PROVIDED FURTHER, That if the municipal judge of the code city is appointed, such appointment shall be made by the city manager subject to confirmation by the council, for a four year term. The council may cause an audit to be made of any department or office of the code city government and may select the persons to make it, without the advice or consent of the city manager;
- (3) To attend all meetings of the council at which his or her attendance may be required by that body;
- (4) To see that all laws and ordinances are faithfully executed, subject to the authority which the council may grant the mayor to maintain law and order in times of emergency;
- (5) To recommend for adoption by the council such measures as he or she may deem necessary or expedient;
- (6) To prepare and submit to the council such reports as may be required by that body or as he or she may deem it advisable to submit;
- (7) To keep the council fully advised of the financial condition of the code city and its future needs;
- (8) To prepare and submit to the council a proposed budget for the fiscal year, as required by chapter [35A.33](#) RCW, and to be responsible for its administration upon adoption;

(9) To perform such other duties as the council may determine by ordinance or resolution.

[2009 c 549 § 3025; 1987 c 3 § 17; 1967 ex.s. c 119 § [35A.13.080](#).]

Notes:

Severability -- 1987 c 3: See note following RCW [3.70.010](#).

RCW 35A.13.090

Creation of departments, offices, and employment — Compensation.

On recommendation of the city manager or upon its own action, the council may create such departments, offices, and employments as it may find necessary or advisable and may determine the powers and duties of each department or office. Compensation of appointive officers and employees may be fixed by ordinance after recommendations are made by the city manager. The appointive officers shall include a city clerk and a chief of police or other law enforcement officer. Pursuant to recommendation of the city manager, the council shall make provision for obtaining legal counsel for the city, either by appointment of a city attorney on a full time or part time basis, or by any reasonable contractual arrangement for such professional services.

[1967 ex.s. c 119 § [35A.13.090](#).]

RCW 35A.13.100

City manager — Department heads — Authority.

The city manager may authorize the head of a department or office responsible to him or her to appoint and remove subordinates in such department or office. Any officer or employee who may be appointed by the city manager, or by the head of a department or office, except one who holds his or her position subject to civil service, may be removed by the manager or other such appointing officer at any time subject to any applicable law, rule, or regulation relating to civil service. Subject to the provisions of RCW [35A.13.080](#) and any applicable civil service provisions, the decision of the manager or other appointing officer, shall be final and there shall be no appeal therefrom to any other office, body, or court whatsoever.

[2009 c 549 § 3026; 1967 ex.s. c 119 § [35A.13.100](#).]

RCW 35A.13.110

City manager — Appointment of subordinates — Qualifications — Terms.

Appointments made by or under the authority of the city manager shall be on the basis of ability and training or experience of the appointees in the duties which they are to perform, and shall be in compliance with provisions of any merit system applicable to

such city. Residence within the code city shall not be a requirement. All such appointments shall be without definite term.

[1967 ex.s. c 119 § [35A.13.110.](#)]

RCW 35A.13.120

City manager — Interference by councilmembers.

Neither the council, nor any of its committees or members, shall direct the appointment of any person to, or his or her removal from, office by the city manager or any of his or her subordinates. Except for the purpose of inquiry, the council and its members shall deal with the administrative service solely through the manager and neither the council nor any committee or member thereof shall give orders to any subordinate of the city manager, either publicly or privately. The provisions of this section do not prohibit the council, while in open session, from fully and freely discussing with the city manager anything pertaining to appointments and removals of city officers and employees and city affairs.

[2009 c 549 § 3027; 1967 ex.s. c 119 § [35A.13.120.](#)]

RCW 35A.13.130

City manager — Removal — Resolution and notice.

The city manager shall be appointed for an indefinite term and may be removed by a majority vote of the council. At least thirty days before the effective date of his or her removal, the city manager must be furnished with a formal statement in the form of a resolution passed by a majority vote of the city council stating the council's intention to remove him or her and the reasons therefor. Upon passage of the resolution stating the council's intention to remove the manager, the council by a similar vote may suspend him or her from duty, but his or her pay shall continue until his or her removal becomes effective.

[2009 c 549 § 3028; 1967 ex.s. c 119 § [35A.13.130.](#)]

RCW 35A.13.140

City manager — Removal — Reply and hearing.

The city manager may, within thirty days from the date of service upon him or her of a copy thereof, reply in writing to the resolution stating the council's intention to remove him or her. In the event no reply is timely filed, the resolution shall upon the thirty-first day from the date of such service, constitute the final resolution removing the manager and his or her services shall terminate upon that day. If a reply shall be timely filed with the city clerk, the council shall fix a time for a public hearing upon the question of the manager's removal and a final resolution removing the manager shall not be adopted until

a public hearing has been had. The action of the council in removing the manager shall be final.

[2009 c 549 § 3029; 1967 ex.s. c 119 § [35A.13.140.](#)]

RCW 35A.13.150
City manager — Substitute.

The council may designate a qualified administrative officer of the city or town to perform the duties of manager:

- (1) Upon the adoption of the council-manager plan, pending the selection and appointment of a manager; or
- (2) Upon the termination of the services of a manager, pending the selection and appointment of a new manager; or
- (3) During the absence, disability, or suspension of the manager.

[1967 ex.s. c 119 § [35A.13.150.](#)]

RCW 35A.13.160
Oath and bond of officers.

All provisions of RCW [35A.12.080](#) relating to oaths and bonds of officers, shall be applicable to code cities organized under this council-manager plan.

[1967 ex.s. c 119 § [35A.13.160.](#)]

RCW 35A.13.170
Council meetings — Quorum — Rules — Voting.

All provisions of RCW [35A.12.110](#), as now or hereafter amended, and [35A.12.120](#), relating to council meetings, a quorum for transaction of business, rules and voting at council meetings, shall be applicable to code cities organized under this council-manager plan.

[1979 ex.s. c 18 § 26; 1967 ex.s. c 119 § [35A.13.170.](#)]

Notes:

Severability -- 1979 ex.s. c 18: See note following RCW [35A.01.070](#).

RCW 35A.13.180
Adoption of codes by reference.

Ordinances of cities organized under this chapter may adopt codes by reference as provided in RCW [35A.12.140](#).

[1967 ex.s. c 119 § [35A.13.180](#).]

RCW 35A.13.190

Ordinances — Style — Requisites — Veto.

The enacting clause of all ordinances shall be as follows: "The city council of the city of do ordain as follows:" No ordinance shall contain more than one subject and that must be clearly expressed in its title.

No ordinance or any section or subsection thereof shall be revised or amended unless the new ordinance sets forth the revised ordinance or the amended section or subsection at full length.

No ordinance shall take effect until five days after the date of its publication unless otherwise provided by statute or charter, except that an ordinance passed by a majority plus one of the whole membership of the council, designated therein as a public emergency ordinance necessary for the protection of public health, public safety, public property or the public peace, may be made effective upon adoption, but such ordinance may not levy taxes, grant, renew, or extend a franchise, or authorize the borrowing of money.

[1967 ex.s. c 119 § [35A.13.190](#).]

RCW 35A.13.200

Authentication, recording and publication of ordinances.

Ordinances of code cities organized under this chapter shall be authenticated, recorded and published as provided in RCW [35A.12.150](#) and [35A.12.160](#).

[1967 ex.s. c 119 § [35A.13.200](#).]

RCW 35A.13.210

Audit and allowance of demands against city.

RCW [35A.12.170](#) shall apply to the audit and allowance of demands against the city.

[1967 ex.s. c 119 § [35A.13.210](#)

RCW 35A.13.220

Optional division of city into wards.

A code city organized under this chapter may be divided into wards as provided in RCW [35A.12.180](#).

[1967 ex.s. c 119 § [35A.13.220](#).]

RCW 35A.13.230
Powers of council.

The council of any code city organized under the council-manager plan provided in this chapter shall have the powers and authority granted to legislative bodies of cities governed by this title as more particularly described in chapter [35A.11](#) RCW, except insofar as such power and authority is vested in the city manager.

[1967 ex.s. c 119 § [35A.13.230](#).]

Exhibit B



APPLICATION FOR APPOINTMENT TO BURIEN CITY COUNCIL

Thank you for your interest in serving on the Burien City Council. Please fill out this form and attach a cover letter and resume if you wish. Submit the form to the City Clerk's Office, 400 SW 152nd Street, Suite 300, Burien, Washington, 98166, by 5 p.m. Should you have any questions, feel free to contact Monica Lusk, City Clerk, at (206) 248-5517.

The vacancy is for Council Position No.____, which is an At Large position representing all Burien residents. The term for this position expires December 31____. Applicants must have lived in the city of Burien for 12 consecutive months prior to being appointed to office and be a registered voter to qualify for a position on the Burien City Council.

PLEASE PRINT:

NAME: _____

HOME ADDRESS: _____

PHONE NUMBER - HOME: _____ WORK _____

EMAIL: _____

YEARS OF RESIDENCE IN BURIEN: _____

(Note: Residents living in the area annexed to Burien in April 2010 are eligible to apply)

CURRENT OCCUPATION: _____

PRIOR WORK EXPERIENCE: _____

COMMUNITY INVOLVEMENT (Past and present)_____

AVAILABILITY FOR LATE AFTERNOON AND EVENING MEETINGS

This image shows a full page of blank, lined paper. It features approximately 20 evenly spaced horizontal grey lines across its entire width, providing a guide for handwriting or typing. The paper is otherwise completely empty, with no margins, text, or other markings.



CITY OF BURIEN, WASHINGTON

**CITY COUNCIL
MEETING GUIDELINES**

2013

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SECTION 1. AUTHORITY

- 1.1** The Burien City Council hereby establishes the following Council Meeting Guidelines. These Guidelines shall be in effect upon adoption by the Council and until such time as they are amended or new procedures adopted in the manner provided by these Guidelines. Council-Manager Plan of Government, RCW 35A.13, is attached as Exhibit A.
- 1.2** These Guidelines will be reviewed following any change in Council composition or at the request of at least three Councilmembers, but not more frequently than annually.

SECTION 2. COUNCIL MEETINGS

2.1 REGULAR MEETINGS AND STUDY SESSIONS.

- A. Regular meetings of the City Council of the City of Burien shall be held at 7:00 p.m. on the first and third Monday of each month at the building designated as Burien City Hall, currently located at 400 SW 152nd Street, Burien, Washington, or at another location the City Council may deem appropriate. (Resolution No. 3 and amended by Resolution Nos. 19, 35, 71, 97, 101, 290 and 329)
- B. Regular Meeting is defined as a meeting used to conduct all ordinary and routine business of the city.
- C. Study Sessions of the City Council of the City of Burien shall be held at 7:00 p.m. on the fourth Monday of each month (except as noted in “G” below).
- D. Study Session is defined as a meeting used to review and discuss pertinent business of the city and to prepare matters for action at a Regular Meeting.
- E. The City Council may take official action at either a Regular Meeting or at a Study Session. Only business items requiring action that are time sensitive shall be scheduled at a Study Session. Both Regular Meetings and Study Sessions will be broadcast live on the City’s government cable T.V. channel, TBC21.
- F. City Council workshops may be held from time to time at a location designated by the City Council.
- G. During the months of June, July, and August, Council meetings will be held on the first and third Mondays of the month. The Study session on the fourth Monday will be canceled during these months.

- 2.2 Should any Council meeting fall upon a date designated as a legal holiday, then that meeting shall be canceled.
- 2.3 Public comment and public hearing sign-up sheets will be available at each Regular Council meeting for the use of the public wishing to address the Council.
- 2.4 The City Clerk shall prepare minutes for all Council meetings, which shall contain an account of all official actions of the Council. The minutes will constitute the official record of the Council. Council meetings shall be electronically recorded and retained for the period of time as provided by State law.
- 2.5 TYPES OF MEETINGS
- A. Regular: used to conduct all ordinary and routine business of the city.
- B. Study Session: used to review and discuss pertinent business and policy issues of the City and to prepare matters for action at a Regular Meeting.
- C. Special/Workshop: any Council meeting other than a Regular Meeting or Study Session which has been called for the purpose of conducting official action or studying an issue. Notice shall be given at least 24 hours in advance. A Special Council meeting or Workshop may be scheduled by the Mayor and three additional Councilmembers, or at the request of a majority of the Councilmembers.
- D. Emergency: a Special Council meeting called without 24-hour notice. An Emergency meeting deals with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage, when time requirements of a 24 hour notice would make notice impractical and increase the likelihood of such injury or damage. Emergency meetings may be called by the Mayor or a majority of Councilmembers. The minutes will indicate the reason for the emergency.
- E. Executive Session: a Council meeting that is closed except to the Council, City Manager, and authorized staff members and/or consultants authorized by the Mayor or a majority of Councilmembers. The public is restricted from attendance. Executive Sessions may be held during Regular, Study Session, or Special Council meetings, or as separate meetings, and will be announced by the Mayor. Executive Session subjects are limited to considering matters authorized by state law, per RCW42.30.110.

Immediately before convening an Executive Session, the Mayor shall announce to those attending the public meeting the following: 1) That Council will be recessing to Executive Session; 2) The Executive Session's specific purposes; and, 3) The time that the Executive Session will end.

Executive Sessions will begin and end in accordance with State law. At the conclusion of the Executive Session, if the potential for taking action was previously announced, the public meeting will reconvene.

2.6 ORDER OF REGULAR COUNCIL MEETING AGENDA

Call to Order

The Mayor calls the meeting to order.

Pledge of Allegiance

The Mayor, and at times, invited guests lead the flag salute.

Roll Call

The City Clerk shall call the roll, and the Mayor shall indicate any Councilmember who is not in attendance and whether or not the Councilmember has an excused absence.

Agenda Confirmation

Councilmembers may offer motions to alter the current agenda through deletion, revision or additions to the agenda.

Public Comments

Members of the audience may comment in writing or verbally on items relating to any matter. See Section 5 of these Guidelines for details.

Correspondence to the Council

Burien residents and members of the public are invited to submit "Correspondence to the Council." Correspondence to the Council" (CTTC) means correspondence and attachments addressed to the Burien Council on matters relating to City business, policies, laws, and/or regulations. All CTTC will be produced as part of the Agenda packets. CTTC received by noon on the Wednesday prior to a Council Meeting will be included in the agenda packet (unless staff follow-up is needed), and CTTC received after noon on Wednesday will be included in the Council packet for the next regularly scheduled Council meeting. CTTC that is sent anonymously will not be included. Complaints communicated through CTTC about matters that are or should be the subject of a Citizen Action Request will be sent to the Council when received and be processed in due course as a CAR.

All documents submitted to the City are subject to public records requests, and City staff will not redact material, so information desired to be held in confidence should not be submitted as "Correspondence to the Council." Also, to be in compliance with state law enforced by the Public Disclosure Commission (PDC) and the State Attorney General's Office (AGO), submittals that are published as "Correspondence to the Council" should not contain material that "assists a campaign for election of any person to any office or for the promotion of or opposition to any ballot proposition." See RCW 42.17A.555.

Consent Agenda

Consent Agenda items are considered to be routine and are approved by one motion. Items on the Consent Agenda include but are not limited to minutes, vouchers or other matters discussed at a previous City Council meeting. A Councilmember may remove any item(s) from the Consent Agenda for separate discussion and action. When an item is removed, the Consent Agenda is considered for action without that item. After the Consent agenda has been considered, each item which was removed is considered. When discussion on that item is completed, a motion may be made to vote on the item or to refer it to another meeting.

Business Agenda

Public Hearings and Discussion

Public hearings are held to receive public comment on important issues and/or issues requiring a public hearing by State statute or Burien ordinances. Public wishing to comment will follow the same procedure as for "Public Comments" and may speak after being recognized by the Mayor. After all persons have spoken, the hearing is closed to public comment. The Council may then proceed with deliberation. For legislative public hearings, Council's decision will occur at the next regular meeting.

Proclamations and Presentations

The Mayor presents proclamations. A proclamation is defined as an official declaration made by the City Council. The Mayor and Councilmembers may each request the preparation of two proclamations a year to honor individuals or groups. Requests for proclamations from outside organizations and groups will be placed in the City Manager's Report and reviewed by the City Council. Proclamations must be signed or otherwise be pre-approved by a majority of Councilmembers prior to execution by the Mayor. Proclamations may be placed on the Council agenda to be read and presented or mailed to the honored individual or organization as appropriate.

Presentations are also scheduled as the first item under the Business Agenda and are limited to two (2) per meeting with a time limit of 10 minutes for each.

Ordinances and Resolutions

Ordinances are legislative acts or local laws. They are the most permanent and binding form of Council action and may be changed or repealed only by a subsequent ordinance. Ordinances normally become effective five days after publication in the City's official newspaper.

Resolutions are adopted to express Council policy or to direct certain types of administrative action. A resolution may be changed by adoption of a subsequent resolution.

Ordinances and resolutions may be passed under any of the agenda sections.

Council Reports

Councilmembers may report on meetings and activities in which they have participated and represented the City. Councilmembers are encouraged to submit written reports.

City Manager Report

Executive Session

Executive Sessions are explained under Section 2.5.E.

Adjournment

With no further business to come before the Council, the Mayor shall entertain a motion to adjourn. Councilmembers will vote on the motion to adjourn in the same manner as other motions.

Breaks

Generally, a formal 10-minute break during the meeting will be called at 9 p.m.

2.7 ORDER OF STUDY SESSION AGENDA

Call to Order

Pledge of Allegiance

Roll Call

Discussion Items

These are business items the full Council wishes to discuss and study in preparation for action at a future Council meeting. As noted in Section 2.1 E, action may be taken at a study session.

Members of the audience may comment on the item being discussed.

Council Reports

Councilmembers may report on meetings and activities in which they have participated and represented the City. Councilmembers are encouraged to submit written reports.

Breaks

Generally, a formal 10-minute break during the meeting will be called at 9 p.m.

Adjournment

SECTION 3. AGENDA PREPARATION

- 3.1** The City Clerk, in consultation with the Mayor and City Manager, will prepare an agenda for each Council meeting specifying the time and place of the meeting, and set forth a brief general description of each item to be considered by the Council. Councilmembers will be asked to review the draft agenda before it is finalized.
- 3.2** The proposed agenda schedule will be reviewed during each Council meeting. The City Manager and City Clerk will maintain a list entitled “Future Agenda Items” of all known or requested items for future Council agendas at the end of the schedule. Changes in the proposed schedule from the previous meeting will be highlighted in bold with the reason for the change noted in italics below the item. This will be provided with each agenda and be the basis of the Council’s review discussion.
- 3.3** The Mayor and/or City Manager may place items on a Council meeting agenda, according to the Proposed Council Agenda Schedule. Agenda items proposed by three Councilmembers will be placed on a future agenda.
- 3.4** An item may be delayed if the Mayor and/or the City Manager know it is of particular importance to an absent Councilmember.
- 3.5** Legally required and advertised public hearings will have a higher priority over other time-scheduled agenda items, which have been scheduled by convenience rather than for statutory or other legal reasons.
- 3.6** Agenda items that are continued from one meeting to another will have preference on the next agenda to the extent possible.
- 3.7** Agendas with supporting materials will be provided to the City Council at 5 pm the Thursday prior to the meeting. Agenda and materials will be available at City Hall, on the City’s website and at the Burien Library for City staff, media and the public at 4:00 pm on the Friday prior to the meeting.
- 3.8** The Council may use the “Recommended Motion” language on the agenda bill for making a motion.

SECTION 4. COUNCIL DISCUSSION AND DECISION MAKING PROCESS

- 4.1** The Council will take action at a following Regular meeting unless Council agrees that action can be taken immediately (except Consent Agenda and emergency items).
- 4.2** The Mayor will facilitate the discussion in a timely manner.
- 4.3** The Mayor will state the public hearing procedures before each public hearing.
- 4.4** Staff/consultants will provide brief information and respond to questions by Councilmembers or as requested by the City Manager.
- 4.5** Councilmembers are individually responsible for gathering additional information on issues and for calling staff with questions not covered during the formal Study Session or Regular meeting process.
- 4.6** To the extent not otherwise governed by these Guidelines, Council discussion will be governed by ROBERT'S RULES OF ORDER, NEWLY REVISED.
- 4.7** Council discussion will include but is not limited to the six types of unacceptable remarks:
 - 1. Personal remarks
 - 2. Discourteous remarks-insulting language, attacks, profanity
 - 3. Inflammatory language
 - 4. Referring to another member's motives (except in case of conflict of interest)
 - 5. Criticizing past actions of the group (unless subject is under discussion, or member is going to propose a change at the end of their speech.)
 - 6. Remarks that are not germane (relevant) to the discussion.

SECTION 5. COMMENTS, CONCERNS & TESTIMONY TO COUNCIL

- 5.1** Persons addressing the Council, on topics not specifically scheduled on the agenda, shall be requested to step up to the podium, give their name and address for the record, and limit their remarks to two (2) minutes. Concerns will be referred to staff for a response as appropriate. The Council will take comments for a maximum of 20 minutes. Public Comment will be allowed at the beginning of each agenda item. Individuals will limit their comments to three (3) minutes. Attendees who are unable to do so by themselves may ask the City Clerk for assistance to read their comments.

All remarks will be addressed to the Council as a Whole. Any person making personal, impertinent, or slanderous remarks, or who becomes boisterous, threatening, or personally abusive while addressing the Council, may be requested to leave the meeting.

- 5.2** The Mayor has the authority to preserve order at all meetings of the Council, to cause removal of any person from any meeting for disorderly conduct and to enforce the Rules of the Council. The Mayor may command assistance of any peace officer to enforce all lawful orders of the Mayor to restore order at any meeting.

SECTION 6. MOTIONS

- 6.1** Prior to discussion, generally the Deputy Mayor will make the motion, and the senior member of the Council will make the second. If the Deputy Mayor is absent, the senior Councilmember will make the motion and the second most senior member may make the second.

After the motion is made and seconded, the applicable staff member will give a short presentation on the subject to be discussed.

- 6.2** If a motion does not receive a second, it dies. Motions that do not need a second include: nominations, withdrawal of motion, agenda order, request for a roll call vote, and point of order.
- 6.3** A motion that receives a tie vote is deemed to have failed.
- 6.4** Motions shall be clear and concise and not include arguments for the motion within the motion.
- 6.5** After a motion has been made and seconded, the Council may discuss their opinions on the issue prior to the vote and may state why they will vote for or against a motion, if they wish to do so.
- 6.6** When the Council concurs or agrees with an item that does not require a formal motion, the Mayor will summarize the agreement at the conclusion of the discussion.
- 6.7** Once a motion has been made, seconded and stated by the chair, the body must consent to its withdrawal.
- 6.8** A motion to table is undebatable and shall preclude all amendments or debate of the issue under consideration. If the motion to table prevails, the matter may be "taken from the table" only by adding it to the agenda of a future Regular or Special meeting at which time discussion will continue; and if an item is tabled, it cannot be reconsidered at the same meeting.
- 6.9** A motion to postpone to a certain time is debatable, is amendable, and may be reconsidered at the same meeting. The question being postponed must be considered at a later time at the same meeting, or at a time certain at a future Regular or Special City Council meeting.
- 6.10** A motion to postpone indefinitely is debatable, is not amendable, and may be reconsidered at the same meeting only if the motion to postpone indefinitely passed.

- 6.11** A motion to call for the question shall close debate on the main motion and is undebatable. This motion must receive a second and fails without a two-thirds (2/3) vote. If seven (7) Councilmembers are present, then five (5) must vote in the affirmative to fill the 2/3 requirement. Debate is reopened if the motion fails.
- 6.12** A motion to amend is defined as amending a motion that is on the floor and has been seconded, by inserting or adding, striking out, striking out and inserting, or substituting.
- 6.13** Whenever possible, proposed substantive amendments should be written out with all Councilmembers receiving copies in advance of the meeting.
- 6.14** Discussion of the motion only occurs after the motion has been moved and seconded.
- 6.15** When the discussion is concluded, the motion maker, Mayor, City Clerk, or City Attorney shall repeat the motion prior to voting.
- 6.16** The City Council votes on the motion as restated. The Mayor will announce the results of the vote.
- 6.17** Once the vote has been taken, the topic of discussion is closed. It is not necessary for Councilmembers to justify or explain their vote. If Councilmembers wish to make their positions known, this should be stated during the discussion *preceding* the vote.
- 6.18** When a question has been decided, any Councilmember who voted in the majority may move for a reconsideration, but no motion for reconsideration of a vote shall be made after the meeting has adjourned.
- 6.19** When the Council concurs or agrees with an item that does not require a formal motion, the Mayor will summarize the Council's consensus at the conclusion of the discussion.

- 6.20** The City Attorney shall decide all questions of interpretations of these meeting guidelines and other questions of a parliamentary nature which may arise at a Council meeting. All questions not provided for in these meeting guidelines shall be governed by Robert's Rules of Order, Newly Revised.

Motions to rescind or amend something previously adopted: Unless “Previous Notice” is provided of the intent to bring a motion to rescind or amend something previously adopted, such a motion requires either a two-thirds vote of the members voting, or a vote of the majority of the entire membership of the Council to pass. “Previous Notice” is provided by (1) a Councilmember announcing his/her intent to make a motion to rescind or amend something previously adopted by the Council at a following meeting; or (2) having the City Clerk include a notice of the Councilmember’s intent to make such a motion in the notice of the next meeting.

In the event of a conflict, these Council meeting guidelines shall prevail.

SECTION 7. ORDINANCES

- 7.1** All ordinances shall be prepared or reviewed by the City Attorney. No ordinance shall be prepared for presentation to the Council unless requested by a majority of the City Council, the City Manager, or the City Attorney.
- 7.2** Ordinances shall be introduced by an Agenda Bill. The City Clerk shall assign a permanent ordinance number prior to placing the ordinance on the agenda. The City Attorney shall review the ordinance and sign it prior to placing it before the City Council for its consideration.
- 7.3** Upon enactment of the ordinance, the City Clerk shall obtain the signature of the Mayor. After the Mayor's signature, the City Clerk shall sign the ordinance.
- 7.4** Ordinances or ordinance summaries shall be published in the official newspaper as a legal publication in the first possible publication following enactment.
- 7.5** An ordinance becomes effective five (5) days after the publication of the ordinance or ordinance summary unless otherwise specified in the ordinance.

SECTION 8. PRESIDING OFFICER OF THE COUNCIL

The Mayor shall:

- A. Be the official spokesperson for the City
- B. Act as the official head of the City for all ceremonial purposes.
- C. Sign documents as appropriate on behalf of the Council.

- D. Observe and enforce the Council Meeting Guidelines.
- E. Act as presiding officer at all meetings of the Council.
- F. Preserve order and decorum in the Council Chambers.
- G. Decide all questions on order, in accordance with the Guidelines, subject to appeal by any Councilmember.
- H. Recognize Councilmembers in the order in which they request the floor. The Presiding Officer, as a Councilmember, shall have only those rights, and shall be governed in all matters and issues by the same rules and restrictions as other Councilmembers.
- I. Endeavor to facilitate the discussion in a timely manner.
- J. Share information with Councilmembers on meetings, issues, etc. that the Mayor has received, conducted or participated in as part of his/her official status as Mayor.
- K. Appoint Councilmembers to serve on ad-hoc committees if necessary.
- L. Serve as the Council's delegate to the National League of Cities, Association of Washington Cities, and other events and conferences.
- M. In the absence of the Mayor, the Deputy Mayor shall carry out the above responsibilities.
- N. In the absence of the Mayor and Deputy Mayor, the member with the most continuous tenure on the Council shall be the presiding officer.
- O. In the event the Mayor and Deputy Mayor are unavailable to serve, the senior member of the Council shall serve as the Mayor to convene and preside over a special meeting of the Council for the purpose of naming an acting mayor and deputy mayor.
- P. The acting mayor and deputy mayor shall serve until such time as new members are appointed to fill any vacancies on the Council.
- Q. When the Council again has seven members, it shall elect a Mayor and Deputy Mayor to fill the previously unexpired terms.

SECTION 9. COUNCIL RELATIONS

9.1 ANTI-HARASSMENT POLICY

- A. It is City policy to foster and maintain a work environment that is free from discrimination and intimidation. Toward this end, the City will not tolerate harassment of any kind that is made by elected officials toward fellow Councilmembers or members of the public. Elected officials are expected to show respect for one another and the public at all times, despite individual differences.
- B. Harassment is unwelcome conduct that is based on race, color, religion, sex (including pregnancy, childbirth and related medical conditions), national origin, age (40 or older), disability, genetic information, marital status, sexual orientation, honorably discharged veteran or military status or the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a person with a disability. In some circumstances, it can be deemed unlawful discrimination that violates federal laws and/or state laws. The making of demeaning comments, whether verbally or in writing, or use of unwelcome epithets, gestures or other physical conduct, based on the above-referenced protected classes, toward employees, Councilmembers or members of the public are prohibited. Councilmembers are strongly urged to report all incidents of harassment.
- C. Sexual harassment is a form of unlawful discrimination.

9.2 REPORTING DISCRIMINATION OR HARASSMENT

- A. If the incident involves a city employee, the incident should be reported as soon as possible to the City Manager.
- B. If the incident involves an elected official or official appointed by the City Council such as an advisory board member, the incident should be reported as soon as possible to the Mayor.
- C. If the incident involves an elected official or official appointed by the City Council such as an advisory board member, the Mayor may ask the City Manager to assist the Council by providing a list of qualified experts to investigate the incident and advise the council on a response to the complaint.
- D. All complaints will be investigated promptly. Upon receiving a complaint, the mayor shall initiate an investigation within 24 hours, or by the end of the next business day.

- E. All complaints will be kept confidential to the fullest extent possible, and will be disclosed only as necessary to allow an investigation and response to the complaint. No one will be involved in the investigation or response except those with a need to know. Any special concerns about confidentiality will be addressed at the time they are raised.
- F. If the incident involves the Mayor, then the Mayor's responsibilities described in (B), (C) & (D) above will be performed by the City Attorney.
- G. Anyone who is found to have violated this policy is subject to corrective action. Corrective action will depend on the gravity of the offense. The City will take whatever action it deems necessary to prevent an offense from being repeated.
- H. The City will not permit retaliation against anyone who makes a complaint or who cooperates in an investigation.
- I. Both the person filing the complaint and the alleged offender shall receive a written response that contains the findings of the investigation and any action taken. Unless extra time is needed for a thorough investigation, the response will normally be given within thirty (30) days of when the complaint was received. All parties will be notified of an extended investigation if such an extension is necessary to complete the findings.

9.3 COUNCIL RELATIONS WITH STAFF

- A. There will be mutual respect from both City staff and Councilmembers of their respective roles and responsibilities.
- B. City staff shall acknowledge the Council as policy makers, and the Councilmembers shall acknowledge City staff as administering the Council's policies.
- C. Councilmembers with a particular interest in an item or topic should be given a courtesy call if that item is rescheduled by staff.
- D. All written informational material requested by individual Councilmembers shall be submitted by City staff to the City Manager who after his/her review, will submit it to all Councilmembers with a notation indicating which Councilmember requested the information.
- E. Councilmembers shall not attempt to influence City staff in the selection of personnel, the awarding of contracts, the selection of consultants, the processing of development applications or the granting of City licenses or permits.

- F. The Council shall not attempt to change or interfere with the operating rules and practices of any City department.
- G. To ensure timely response and any required administrative actions, mail addressed to the Mayor shall be copied and circulated by the City Clerk to all appropriate persons as soon as practicable after it arrives. Unless specifically requested, other Councilmembers' mail shall not be opened before distribution to those Councilmembers.
- H. No Councilmember shall direct the City Manager or staff to initiate any action or prepare any report that is a priority or requires significant resources, or initiate any project or study without the consent of a majority of the Council.
- I. Individual requests for information may be made directly to the Department Director unless otherwise determined by the City Manager. If the request would create a change in work assignments or City staffing levels, the request must be made through the City Manager.

SECTION 10. COUNCIL MEETING STAFFING

- 10.1** The City Manager shall attend all meetings of the Council unless excused. The City Manager may make recommendations to the Council and shall have the right to take part in the discussions of the Council but shall have no vote. When the City Manager has an excused absence, the designated Acting City Manager shall attend the meeting.
- 10.2** The City Attorney shall attend all meetings of the Council unless excused, and shall, upon request, give an opinion, either written or oral, on legal questions. The City Attorney shall act as the Council's parliamentarian. The City Manager or City Attorney may raise a Point of Order to support the presiding officer and Council in ensuring compliance with the Meeting Guidelines and parliamentary procedures.
- 10.3** The City Clerk, or designee, shall attend Regular, Special and Study Session meetings of the Council, keep the official journal (minutes), and perform such other duties as may be needed for the orderly conduct of the meeting.

SECTION 11. COUNCILMEMBER ATTENDANCE AT MEETINGS

- 11.1** Councilmembers will inform the Mayor, a Councilmember, the City Manager or City Clerk if they are unable to attend any Council meeting, or if they knowingly will be late to any meeting. The minutes will show the Councilmember as having an excused absence.

- 11.2** The Mayor will announce for the record a Councilmember's excused or unexcused absence at the Regular Meetings and Study Sessions after roll-call is taken.
- 11.3** Councilmembers should report on meetings and activities in which they have participated and represented the City. Councilmembers are encouraged to submit written reports to be included in a future Council Packet under Council Reports.
- 11.4** Councilmembers attending Advisory Board Meetings shall attend as observers and not as participants. If an Advisory Board Meeting involves a quasi-judicial hearing, Councilmembers shall not attend such meeting.
- 11.5** Councilmembers will let the Executive Assistant to the City Manager know what meetings they are attending so that these can be noted on the meetings calendar.

SECTION 12. PUBLIC HEARINGS

12.1 TYPES

There are two types of public hearings: legislative and quasi-judicial. The Mayor will state the public hearing procedures before each public hearing. After being recognized by the Mayor, the public wishing to comment on public hearing items shall step up to the podium, give their name and address for the record and limit their remarks to three (3) minutes for legislative hearings. Time limits for public testimony in quasi-judicial public hearings may be set by the presiding officer and be subject to appeal. After all persons have spoken, the hearing is closed to public comment. The Council then proceeds with deliberation and decision making.

12.2 LEGISLATIVE PUBLIC HEARINGS

The purpose of a legislative public hearing is to obtain public input on legislative decisions on matters of policy, including without limitation, review by the City Council of its comprehensive land use plan or the biennial budget.

12.3 QUASI-JUDICIAL PUBLIC HEARINGS/APPEARANCE OF FAIRNESS

- A. The purpose of a quasi-judicial public hearing is to decide issues including the right of specific parties and include, without limitation, certain land use matters such as site specific rezones, preliminary plats, and variances. Quasi-judicial public hearings coming before the City Council are closed record hearings. The City Council's decision on a quasi-judicial matter must be based upon and supported by the "record" in the matter. The "record" consists of all testimony or comment presented at a prior open record hearing and all documents and exhibits that have been submitted. In quasi-judicial hearings, Councilmembers shall comply with all applicable laws including without limitation the Appearance of Fairness Doctrine per RCW 42.36.

- B. Prior to any quasi-judicial hearing, each Councilmember should give consideration to whether a potential violation of the Appearance of Fairness Doctrine exists. If so, no matter how remote, the Councilmember should disclose the facts to the City Manager who will seek the opinion of the City Attorney, which will be communicated to the Councilmember and the Mayor.
- C. Councilmembers should recognize that the Appearance of Fairness Doctrine does not require establishment of a conflict of interest, but whether there is an appearance of conflict of interest to the average person. This may involve the Councilmember or a Councilmember's business associate, or immediate family. It could involve *ex parte* (outside the hearing) communications, ownership of property in the vicinity, business dealings with the proponents and/or opponents before or after the hearing, business dealings of the Councilmember's employer with the proponents and/or opponents, announced predispositions, and the like.

SECTION 13. MEDIA REPRESENTATION AT COUNCIL MEETINGS

- 13.1** All public meetings of the City Council and its advisory committees shall be open to the media, freely subject to recording by radio, television and photographic services at any time, provided that such arrangements do not interfere with the orderly conduct of the meeting. Seating space shall be provided for the media at each public meeting.

SECTION 14. COUNCIL REPRESENTATION

- 14.1** The Mayor and the City Manager are the official spokespersons for the City. Councilmembers are encouraged to direct inquiries about City positions to them.
- 14.2** If a Councilmember appears on behalf of the City before another governmental agency, a community organization, or through the media, for the purpose of commenting on an issue, the Councilmember shall state the majority position of the Council, if known, on such issue. Personal opinions and comments, which differ from the Council majority, may be expressed if the Councilmember clearly states these statements do not represent the Council's position.
- 14.3** A Councilmember shall obtain the other Councilmember's concurrence before representing that Councilmember's view or position with the media, another governmental agency or community organization. If the subject is controversial, Councilmembers shall avoid speaking for each other.
- 14.4** Letters, written statements, newspaper guest opinions, and so on, which state a Council opinion or policy shall be submitted to the full Council for review, comment and final approval prior to their release. In some cases, it may be appropriate to provide for the signatures of the full Council.

As a matter of courtesy, letters to the editor, or other communication of a controversial nature, which do not express the majority opinion of the Council, should be presented to the full Council at the time of communication.

SECTION 15. CONFIDENTIALITY

- 15.1** Councilmembers shall keep confidential all written materials and verbal information provided to them during Executive Sessions to ensure that the City's position is not compromised. Confidentiality also includes information provided to Councilmembers outside of Executive Sessions, when the information is considered to be exempt from disclosure under exemptions set forth in the Revised Code of Washington (RCW 42.56 Public Records Act).
- 15.2** If the Council, in Executive Session, has given direction or consensus to City staff on proposed terms and conditions for any type of issue, all contact with the other party shall be done by the designated City staff representative handling the issue. Prior to discussing the information with anyone other than fellow Councilmembers, the City Attorney, or City staff designated by the City Manager, Councilmembers should review such potential discussion with the City Manager. Any Councilmember having any such contact or discussion shall make full disclosure to the City Manager and/or the City Council in a timely manner.

SECTION 16. COUNCIL BUSINESS POLICIES

16.1 LITIGATION POLICIES AND REPORTING

Periodically, the City Attorney will provide a report to the City Council on new litigation and ongoing litigation in the Council Executive Session.

SECTION 17. PUBLIC RECORDS

- 17.1** Public records created or received by the Mayor or any Councilmember will be transferred to the City Clerk's office for retention by the City in accordance with the Public Records Law (RCW 42.56). Public records that are duplicates of those received by, or in the possession of the City, are not required to be retained per Washington State Archives Retention Schedule. Questions about whether or not a document is a public record or if it is required to be retained should be referred to the City Attorney.

SECTION 18. MAYOR/DEPUTY MAYOR SELECTION PROCESS

- 18.1** The Mayor and Deputy Mayor shall be elected from the ranks of the Councilmembers according to the Council/Manager form of government.
- 18.2** The Mayor shall be elected to a two-year term according to RCW35A.13.030.

- 18.3** The Deputy Mayor shall be elected to a one-year term at the first Regular Council meeting in January.
- 18.4** The City Clerk or designee shall conduct the election for Mayor. The Mayor shall then conduct the election for Deputy Mayor.

SECTION 19. APPOINTMENTS TO COMMITTEES AND REGIONAL ORGANIZATIONS

- Council may appoint Councilmember(s) to ad-hoc committees during a regular Council meeting. Appointments to regional bodies, ad-hoc community committees or other special committees outside the City auspices may be made in two ways: (1) the regional committee may request recommendations for ultimate appointment by the regional committee; or (2) the City Council may make direct appointment to a regional committee when asked to do so by that body.
- 19.1** Any Councilmember may express an interest in a particular subject and interest in serving on a particular regional body.
- 19.2** When a regional body requests membership recommendations where the regional body makes the final appointment, the Mayor shall ask Councilmembers to state their interest for appointment. All names of Councilmembers expressing an interest shall be submitted by the Mayor to the regional body, which will then make the appointment(s).
- 19.3** When the Council has the authority to make direct appointment to a regional committee, discussion shall take place with the full Council to determine interest. The Councilmember receiving a majority vote will represent the City on that regional body.
- 19.4** Changes in representation to regional committees where the Council has the authority to make a direct appointment shall also be determined through full Council discussion and majority vote of the Council.
- 19.5** Councilmembers shall report on meetings and activities in which they have participated and represented the City. Councilmembers are encouraged to submit written reports to be included in a future Council Packet under Council Reports.

SECTION 20. PROCEDURE FOR FILLING COUNCIL VACANCIES

- 20.1** If a Council vacancy occurs, the Council will follow the procedure outlined in RCW 35A.13.020 (1), which requires the remaining Council members to appoint a qualified person to fill the vacant position within ninety (90) days of the effective date of the vacancy.

- 20.2** The City Councilmember who is resigning from office will submit a letter of resignation to be accepted by the City Council at the next Council meeting.
- 20.3** The City Council shall review and make any revisions they wish to the Council Vacancy Application form (Exhibit B).
- 20.4** The legal announcement shall appear at least two times in the legal section of the City's official newspaper and in any other publication or on any internet site deemed appropriate by the City Council.
- 20.5** The City Clerk shall receive all applications for the specified period of time.
- 20.6** The City Council shall submit questions for an interview process to the City Clerk.
- 20.7** The City Clerk shall compile the applications for an interview process, set an interview date according to the Council's availability, and schedule interviews with the applicants. The City Clerk shall prepare the final list of interview questions as agreed upon by the Council.
- 20.8** The City Clerk shall prepare a notice of the meeting to interview candidates.
- 20.9** The Council in a Regular or Special Council meeting open to the public will interview all candidates who have submitted an application. Councilmembers will ask the same questions of all candidates. Each candidate will be allowed two minutes for closing comments. Since this is not a campaign, comments and responses about other applicants will not be allowed.
- 20.10** The Council may recess into Executive Session to discuss the qualifications of all candidates. Nominations, voting and selection of a person to fill the vacancy will be conducted during a public meeting.
- 20.11** The City Attorney will prepare the Oath of Office and swear in the newly appointed Councilmember at the same or next scheduled Council meeting.
- 20.12** Upon appointment, the City Clerk shall send a letter to the Department of Elections notifying it of the new appointment.
- 20.13** The vacancy that was filled by appointment must be filled by election to that position in the next regularly scheduled municipal election.
- 20.14** The Councilmember elected in the next regular municipal election to the office that had been vacated prior to the expiration of the term, will take office immediately following the certification of the election.

SECTION 21. MISCELLANEOUS

- 21.1** When Councilmembers register to attend an official conference requiring voting delegates, such as the annual National League of Cities or Association of Washington Cities, the Council shall designate the voting delegate(s) and alternate voting delegate(s) during a public meeting, by a majority vote. When possible, said selection of voting delegate(s) shall be done on a rotating basis for the purpose of allowing all Councilmembers the opportunity to be an official voting delegate.
- 21.2** Council attendance at conferences and/or trainings that require out-of-state or overnight travel will be so noted in the City Manager's Report.
- 21.3** Seating arrangements during Council meetings may be varied.

SECTION 22. SUSPENSION AND AMENDMENT OF GUIDELINES

- 22.1** Any provision of these guidelines not governed by state law or ordinance may be temporarily suspended by a majority vote of the Council.
- 22.2** These guidelines may be amended or new rules adopted, by a majority vote of the Council.

Adopted by the Burien City Council
July 25, 1994
Revised February 13, 1995
Revised November 20, 1995 by Resolution 072
Revised December 18, 1995 by Resolution 071
Revised January 26, 1998 by Resolution 095, 097, & 100
Revised June 1, 1998 by Motion
Revised September 21, 1998 by Resolution No. 103
Revised April 27, 1999 by Ordinance No. 228 and Ordinance 229
Revised June 7, 1999 by Ordinance No. 258
Revised October 4, 1999 by Motion
Revised February 26, 2001 by Motion
Revised February 4, 2002 by Motion
Revised February 3, 2003 by Motion
Revised November 1, 2004 by Motion
Revised June 6, 2005 by Motion and Resolution No. 215
Revised May 6, 2013 by Motion

Exhibit A

RCW 35A.13.010

City officers — Size of council.

The councilmembers shall be the only elective officers of a code city electing to adopt the council-manager plan of government authorized by this chapter, except where statutes provide for an elective municipal judge. The council shall appoint an officer whose title shall be "city manager" who shall be the chief executive officer and head of the administrative branch of the city government. The city manager shall be responsible to the council for the proper administration of all affairs of the code city. The council of a noncharter code city having less than twenty-five hundred inhabitants shall consist of five members; when there are twenty-five hundred or more inhabitants the council shall consist of seven members: PROVIDED, That if the population of a city after having become a code city decreases from twenty-five hundred or more to less than twenty-five hundred, it shall continue to have a seven-member council. If, after a city has become a council-manager code city its population increases to twenty-five hundred or more inhabitants, the number of council offices in such city may increase from five to seven members upon the affirmative vote of a majority of the existing council to increase the number of council offices in the city. When the population of a council-manager code city having five council offices increases to five thousand or more inhabitants, the number of council offices in the city shall increase from five to seven members. In the event of an increase in the number of council offices, the city council shall, by majority vote, pursuant to RCW [35A.13.020](#), appoint two persons to serve in these offices until the next municipal general election, at which election one person shall be elected for a two-year term and one person shall be elected for a four-year term. The number of inhabitants shall be determined by the most recent official state or federal census or determination by the state office of financial management. A charter adopted under the provisions of this title, incorporating the council-manager plan of government set forth in this chapter may provide for an uneven number of councilmembers not exceeding eleven.

A noncharter code city of less than five thousand inhabitants which has elected the council-manager plan of government and which has seven council offices may establish a five-member council in accordance with the following procedure. At least six months prior to a municipal general election, the city council shall adopt an ordinance providing for reduction in the number of council offices to five. The ordinance shall specify which two council offices, the terms of which expire at the next general election, are to be terminated. The ordinance shall provide for the renumbering of council positions and shall also provide for a two-year extension of the term of office of a retained council office, if necessary, in order to comply with RCW [35A.12.040](#).

However, a noncharter code city that has retained its old council-manager plan of government, as provided in RCW [35A.02.130](#), is subject to the laws applicable to that old plan of government.

For the purposes of determining population under this section, cities may include or exclude the population of any state correctional facility located within the city.

[2011 c 14 § 2; 2009 c 549 § 3016; 1994 c 223 § 35; 1994 c 81 § 72; 1987 c 3 § 16; 1985 c 106 § 2; 1983 c 128 § 2; 1979 ex.s. c 18 § 24; 1979 c 151 § 34; 1967 ex.s. c 119 § [35A.13.010](#).]

Notes:

Severability -- 1987 c 3: See note following RCW [3.70.010](#).

Severability -- 1979 ex.s. c 18: See note following RCW [35A.01.070](#).

Population determinations, office of financial management: Chapter [43.62](#) RCW.

RCW 35A.13.020

Election of councilmembers — Eligibility — Terms — Vacancies — Forfeiture of office — Council chair.

In council-manager code cities, eligibility for election to the council, the manner of electing councilmembers, the numbering of council positions, the terms of councilmembers, the occurrence and the filling of vacancies, the grounds for forfeiture of office, and appointment of a mayor pro tempore or deputy mayor or councilmember pro tempore shall be governed by the corresponding provisions of RCW [35A.12.030](#), [35A.12.040](#), [35A.12.050](#), [35A.12.060](#), and [35A.12.065](#) relating to the council of a code city organized under the mayor-council plan, except that in council-manager cities where all council positions are at-large positions, the city council may, pursuant to RCW [35A.13.033](#), provide that the person elected to council position one shall be the council chair and shall carry out the duties prescribed by RCW [35A.13.030](#).

[2009 c 549 § 3017; 1994 c 223 § 36; 1975 1st ex.s. c 155 § 1; 1967 ex.s. c 119 § [35A.13.020](#) .]

RCW 35A.13.030

Mayor — Election — Chair to be mayor — Duties.

Biennially at the first meeting of the new council the members thereof shall choose a chair from among their number unless the chair is elected pursuant to RCW [35A.13.033](#). The chair of the council shall have the title of mayor and shall preside at meetings of the council. In addition to the powers conferred upon him or her as mayor, he or she shall continue to have all the rights, privileges, and immunities of a member of the council. The mayor shall be recognized as the head of the city for ceremonial purposes and by the governor for purposes of military law. He or she shall have no regular administrative duties, but in time of public danger or emergency, if so authorized by ordinance, shall take command of the police, maintain law, and enforce order.

[2009 c 549 § 3018; 1975 1st ex.s. c 155 § 2; 1967 ex.s. c 119 § [35A.13.030](#)

RCW 35A.13.033

Election on proposition to designate person elected to position one as chair — Subsequent holders of position one to be chair.

The city council of a council-manager city may by resolution place before the voters of the city, a proposition to designate the person elected to council position one as the chair of the council with the powers and duties set forth in RCW [35A.13.030](#). If a majority of those voting on the proposition cast a positive vote, then at all subsequent general elections at which position one is on the ballot, the person who is elected to position one shall become the chair upon taking office.

[2009 c 549 § 3019; 1975 1st ex.s. c 155 § 3.]

RCW 35A.13.035

Mayor pro tempore or deputy mayor.

Biennially at the first meeting of a new council, or periodically, the members thereof, by majority vote, may designate one of their number as mayor pro tempore or deputy mayor for such period as the council may specify, to serve in the absence or temporary disability of the mayor; or, in lieu thereof, the council may, as the need may arise, appoint any qualified person to serve as mayor pro tempore in the absence or temporary disability of the mayor. In the event of the extended excused absence or disability of a councilmember, the remaining members by majority vote may appoint a councilmember pro tempore to serve during the absence or disability.

[2009 c 549 § 3020; 1969 ex.s. c 81 § 1.]

Notes:

Effective date -- 1969 ex.s. c 81: "This 1969 amendatory act shall take effect July 1, 1969." [1969 ex.s. c 81 § 7.]

RCW 35A.13.040

Compensation of councilmembers — Expenses.

The salaries of the councilmembers, including the mayor, shall be fixed by ordinance and may be revised from time to time by ordinance, but any increase or reduction in the compensation attaching to an office shall not become effective until the expiration of the term then being served by the incumbent: PROVIDED, That compensation of councilmembers may not be increased or diminished after their election nor may the compensation of the mayor be increased or diminished after the mayor has been chosen by the council.

Until councilmembers of a newly organized council-manager code city may lawfully be paid as provided by salary ordinance, such councilmembers shall be entitled to compensation in the same manner and in the same amount as councilmembers of such city prior to the adoption of this council-manager plan.

Until a salary ordinance can be passed and become effective as to elective officers of a newly incorporated code city, the first councilmembers shall be entitled to compensation

as follows: In cities having less than five thousand inhabitants -- twenty dollars per meeting for not more than two meetings per month; in cities having more than five thousand but less than fifteen thousand inhabitants -- a salary of one hundred and fifty dollars per calendar month; in cities having more than fifteen thousand inhabitants -- a salary of four hundred dollars per calendar month. A councilmember who is occupying the position of mayor, in addition to his or her salary as a councilmember, shall be entitled, while serving as mayor, to an additional amount per calendar month, or portion thereof, equal to twenty-five percent of the councilmember salary: PROVIDED, That such interim compensation shall remain in effect only until a salary ordinance is passed and becomes effective as to such officers, and the compensation provided herein shall not be construed as fixing the usual compensation of such officers. Councilmembers shall receive reimbursement for their actual and necessary expenses incurred in the performance of the duties of their office, or the council by ordinance may provide for a per diem allowance. Procedure for approval of claims for expenses shall be as provided by ordinance.

[2009 c 549 § 3021; 1979 ex.s. c 18 § 25; 1967 ex.s. c 119 § [35A.13.040](#).]

Notes:

Severability -- 1979 ex.s. c 18: See note following RCW [35A.01.070](#).

RCW 35A.13.050

City manager — Qualifications.

The city manager need not be a resident at the time of his or her appointment, but shall reside in the code city after his or her appointment unless such residence is waived by the council. He or she shall be chosen by the council solely on the basis of his or her executive and administrative qualifications with special reference to his or her actual experience in, or his or her knowledge of, accepted practice in respect to the duties of his or her office. No person elected to membership on the council shall be eligible for appointment as city manager until one year has elapsed following the expiration of the term for which he or she was elected.

[2009 c 549 § 3022; 1967 ex.s. c 119 § [35A.13.050](#) .]

RCW 35A.13.060

City manager may serve two or more cities.

Whether the city manager shall devote his or her full time to the affairs of one code city shall be determined by the council. A city manager may serve two or more cities in that capacity at the same time.

[2009 c 549 § 3023; 1967 ex.s. c 119 § [35A.13.060](#).]

RCW 35A.13.070

City manager — Bond and oath.

Before entering upon the duties of his or her office the city manager shall take an oath or affirmation for the faithful performance of his or her duties and shall execute and file with the clerk of the council a bond in favor of the code city in such sum as may be fixed by the council. The premium on such bond shall be paid by the city.

[2009 c 549 § 3024; 1967 ex.s. c 119 § [35A.13.070](#).]

RCW 35A.13.080

City manager — Powers and duties.

The powers and duties of the city manager shall be:

- (1) To have general supervision over the administrative affairs of the code city;
- (2) To appoint and remove at any time all department heads, officers, and employees of the code city, except members of the council, and subject to the provisions of any applicable law, rule, or regulation relating to civil service: PROVIDED, That the council may provide for the appointment by the mayor, subject to confirmation by the council, of a city planning commission, and other advisory citizens' committees, commissions, and boards advisory to the city council: PROVIDED FURTHER, That if the municipal judge of the code city is appointed, such appointment shall be made by the city manager subject to confirmation by the council, for a four year term. The council may cause an audit to be made of any department or office of the code city government and may select the persons to make it, without the advice or consent of the city manager;
- (3) To attend all meetings of the council at which his or her attendance may be required by that body;
- (4) To see that all laws and ordinances are faithfully executed, subject to the authority which the council may grant the mayor to maintain law and order in times of emergency;
- (5) To recommend for adoption by the council such measures as he or she may deem necessary or expedient;
- (6) To prepare and submit to the council such reports as may be required by that body or as he or she may deem it advisable to submit;
- (7) To keep the council fully advised of the financial condition of the code city and its future needs;
- (8) To prepare and submit to the council a proposed budget for the fiscal year, as required by chapter [35A.33](#) RCW, and to be responsible for its administration upon adoption;

(9) To perform such other duties as the council may determine by ordinance or resolution.

[2009 c 549 § 3025; 1987 c 3 § 17; 1967 ex.s. c 119 § [35A.13.080](#).]

Notes:

Severability -- 1987 c 3: See note following RCW [3.70.010](#).

RCW 35A.13.090

Creation of departments, offices, and employment — Compensation.

On recommendation of the city manager or upon its own action, the council may create such departments, offices, and employments as it may find necessary or advisable and may determine the powers and duties of each department or office. Compensation of appointive officers and employees may be fixed by ordinance after recommendations are made by the city manager. The appointive officers shall include a city clerk and a chief of police or other law enforcement officer. Pursuant to recommendation of the city manager, the council shall make provision for obtaining legal counsel for the city, either by appointment of a city attorney on a full time or part time basis, or by any reasonable contractual arrangement for such professional services.

[1967 ex.s. c 119 § [35A.13.090](#).]

RCW 35A.13.100

City manager — Department heads — Authority.

The city manager may authorize the head of a department or office responsible to him or her to appoint and remove subordinates in such department or office. Any officer or employee who may be appointed by the city manager, or by the head of a department or office, except one who holds his or her position subject to civil service, may be removed by the manager or other such appointing officer at any time subject to any applicable law, rule, or regulation relating to civil service. Subject to the provisions of RCW [35A.13.080](#) and any applicable civil service provisions, the decision of the manager or other appointing officer, shall be final and there shall be no appeal therefrom to any other office, body, or court whatsoever.

[2009 c 549 § 3026; 1967 ex.s. c 119 § [35A.13.100](#).]

RCW 35A.13.110

City manager — Appointment of subordinates — Qualifications — Terms.

Appointments made by or under the authority of the city manager shall be on the basis of ability and training or experience of the appointees in the duties which they are to perform, and shall be in compliance with provisions of any merit system applicable to

such city. Residence within the code city shall not be a requirement. All such appointments shall be without definite term.

[1967 ex.s. c 119 § [35A.13.110.](#)]

RCW 35A.13.120

City manager — Interference by councilmembers.

Neither the council, nor any of its committees or members, shall direct the appointment of any person to, or his or her removal from, office by the city manager or any of his or her subordinates. Except for the purpose of inquiry, the council and its members shall deal with the administrative service solely through the manager and neither the council nor any committee or member thereof shall give orders to any subordinate of the city manager, either publicly or privately. The provisions of this section do not prohibit the council, while in open session, from fully and freely discussing with the city manager anything pertaining to appointments and removals of city officers and employees and city affairs.

[2009 c 549 § 3027; 1967 ex.s. c 119 § [35A.13.120.](#)]

RCW 35A.13.130

City manager — Removal — Resolution and notice.

The city manager shall be appointed for an indefinite term and may be removed by a majority vote of the council. At least thirty days before the effective date of his or her removal, the city manager must be furnished with a formal statement in the form of a resolution passed by a majority vote of the city council stating the council's intention to remove him or her and the reasons therefor. Upon passage of the resolution stating the council's intention to remove the manager, the council by a similar vote may suspend him or her from duty, but his or her pay shall continue until his or her removal becomes effective.

[2009 c 549 § 3028; 1967 ex.s. c 119 § [35A.13.130.](#)]

RCW 35A.13.140

City manager — Removal — Reply and hearing.

The city manager may, within thirty days from the date of service upon him or her of a copy thereof, reply in writing to the resolution stating the council's intention to remove him or her. In the event no reply is timely filed, the resolution shall upon the thirty-first day from the date of such service, constitute the final resolution removing the manager and his or her services shall terminate upon that day. If a reply shall be timely filed with the city clerk, the council shall fix a time for a public hearing upon the question of the manager's removal and a final resolution removing the manager shall not be adopted until

a public hearing has been had. The action of the council in removing the manager shall be final.

[2009 c 549 § 3029; 1967 ex.s. c 119 § [35A.13.140.](#)]

RCW 35A.13.150

City manager — Substitute.

The council may designate a qualified administrative officer of the city or town to perform the duties of manager:

- (1) Upon the adoption of the council-manager plan, pending the selection and appointment of a manager; or
- (2) Upon the termination of the services of a manager, pending the selection and appointment of a new manager; or
- (3) During the absence, disability, or suspension of the manager.

[1967 ex.s. c 119 § [35A.13.150.](#)]

RCW 35A.13.160

Oath and bond of officers.

All provisions of RCW [35A.12.080](#) relating to oaths and bonds of officers, shall be applicable to code cities organized under this council-manager plan.

[1967 ex.s. c 119 § [35A.13.160.](#)]

RCW 35A.13.170

Council meetings — Quorum — Rules — Voting.

All provisions of RCW [35A.12.110](#), as now or hereafter amended, and [35A.12.120](#), relating to council meetings, a quorum for transaction of business, rules and voting at council meetings, shall be applicable to code cities organized under this council-manager plan.

[1979 ex.s. c 18 § 26; 1967 ex.s. c 119 § [35A.13.170.](#)]

Notes:

Severability -- 1979 ex.s. c 18: See note following RCW [35A.01.070](#).

RCW 35A.13.180

Adoption of codes by reference.

Ordinances of cities organized under this chapter may adopt codes by reference as provided in RCW [35A.12.140](#).

[1967 ex.s. c 119 § [35A.13.180](#).]

RCW 35A.13.190

Ordinances — Style — Requisites — Veto.

The enacting clause of all ordinances shall be as follows: "The city council of the city of do ordain as follows:" No ordinance shall contain more than one subject and that must be clearly expressed in its title.

No ordinance or any section or subsection thereof shall be revised or amended unless the new ordinance sets forth the revised ordinance or the amended section or subsection at full length.

No ordinance shall take effect until five days after the date of its publication unless otherwise provided by statute or charter, except that an ordinance passed by a majority plus one of the whole membership of the council, designated therein as a public emergency ordinance necessary for the protection of public health, public safety, public property or the public peace, may be made effective upon adoption, but such ordinance may not levy taxes, grant, renew, or extend a franchise, or authorize the borrowing of money.

[1967 ex.s. c 119 § [35A.13.190](#).]

RCW 35A.13.200

Authentication, recording and publication of ordinances.

Ordinances of code cities organized under this chapter shall be authenticated, recorded and published as provided in RCW [35A.12.150](#) and [35A.12.160](#).

[1967 ex.s. c 119 § [35A.13.200](#).]

RCW 35A.13.210

Audit and allowance of demands against city.

RCW [35A.12.170](#) shall apply to the audit and allowance of demands against the city.

[1967 ex.s. c 119 § [35A.13.210](#)

RCW 35A.13.220

Optional division of city into wards.

A code city organized under this chapter may be divided into wards as provided in RCW [35A.12.180](#).

[1967 ex.s. c 119 § [35A.13.220](#).]

RCW 35A.13.230
Powers of council.

The council of any code city organized under the council-manager plan provided in this chapter shall have the powers and authority granted to legislative bodies of cities governed by this title as more particularly described in chapter [35A.11](#) RCW, except insofar as such power and authority is vested in the city manager.

[1967 ex.s. c 119 § [35A.13.230](#).]



APPLICATION FOR APPOINTMENT TO BURIEN CITY COUNCIL

Thank you for your interest in serving on the Burien City Council. Please fill out this form and attach a cover letter and resume if you wish. Submit the form to the City Clerk's Office, 400 SW 152nd Street, Suite 300, Burien, Washington, 98166, by 5 p.m. Should you have any questions, feel free to contact Monica Lusk, City Clerk, at (206) 248-5517.

The vacancy is for Council Position No.____, which is an At Large position representing all Burien residents. The term for this position expires December 31____. Applicants must have lived in the city of Burien for 12 consecutive months prior to being appointed to office and be a registered voter to qualify for a position on the Burien City Council.

PLEASE PRINT:

NAME: _____

HOME ADDRESS: _____

PHONE NUMBER - HOME: _____ WORK _____

EMAIL: _____

YEARS OF RESIDENCE IN BURIEN: _____

(Note: Residents living in the area annexed to Burien in April 2010 are eligible to apply)

CURRENT OCCUPATION: _____

PRIOR WORK EXPERIENCE: _____

COMMUNITY INVOLVEMENT (Past and present)_____

AVAILABILITY FOR LATE AFTERNOON AND EVENING MEETINGS

Exhibit B

Please provide information about experience and or training that you possess that you feel would be beneficial to holding this City Council office.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

MEMORANDUM

FROM: Ann G. Macfarlane, PRP
TO: Angie Chaufy, City of Burien
RE: Thoughts for your review about City Council meetings
DATE: April 14, 2015

As requested, here are a few thoughts for consideration.

1. City Council Meeting Guidelines

- A. The City of Burien City Council Meeting Guidelines, and the matrix of proposed changes, seem well-written and clear. In addition, these guidelines contain several excellent provisions that I have not seen in other council rules, such as item 6.18 and 14.3, second paragraph. Here are a few thoughts for your consideration relating to the current text.

2.6 Consent agenda Three councilmembers may remove any item(s) from the Consent Agenda for separate discussion and action.	Since a “consent agenda” is intended to contain non-controversial items, the standard rule is that an item will be removed at the request of a single member. From our perspective, requiring three members sets the bar too high. I recommend that this be changed to “a single member.”
4.4 Councilmembers will try to be cognizant of the amount of time the discussion is taking.	This language is aspirational rather than a rule, and therefore cannot be enforced. In my view it should be either removed, or strengthened to set time limits for discussion and also require that councilmembers observe them.
6.1 Prior to discussion, generally the Deputy Mayor will make the motion, and the senior member of the Council will make the second.	It is unusual to specify who will move and second a motion. Is this provision necessary?
6.7 A motion may be withdrawn by the maker of the motion, at any time, without the consent of the Council.	This is contrary to the standard in Robert’s Rules and I recommend that it be changed. Once a motion has been made, seconded and stated by the chair, it belongs to the body as a whole. It should be a requirement that the body consent to its withdrawal.

- B. In addition, I believe it would be helpful for the guidelines to include a reference to **the six types of unacceptable remark** under Robert's Rules of Order. This is a list which Jurassic Parliament has prepared summarizing the guidance in Robert. We will cover these points during next Monday's training. The unacceptable remarks are:
- 1) Personal remarks
 - 2) Discourteous remarks – insulting language, attacks, profanity
 - 3) Inflammatory language
 - 4) Referring to another member's motives (except in case of conflict of interest)
 - 5) Criticizing past actions of the group (unless subject is under discussion, or member is going to propose a change at the end of their speech.)
 - 6) Remarks that are not germane (relevant) to the discussion
- C. The **draft announcement** to be made at the beginning of the public comment period is thorough. It might benefit from warming up the language a bit, or perhaps it will be enough to request that whoever is reading it do so in a lively and emotionally connected manner. This is critical to keeping a connection with the audience and affirming the importance of audience input. I also recommend dropping the word "please" from this sentence: individuals and groups will please limit their comments...

2. Other topics

- D. **Seating locations.** From my perspective it is valuable to vary the seating arrangement during meetings. This allows members to get to know one another and freshens the pattern of interaction.
- E. **Including correspondence in the meeting packet.** Thank you for providing me with the summary table of research done on this topic. I recommend that, in accord with the practice of most jurisdictions, correspondence received be processed and handled separately from the council meeting packet. This will reduce the size of the packet and ensure that the focus of those materials is directly the work of the council at the specific meeting.
- F. **Speaking on behalf of the city.** I think it makes sense to designate the mayor and the city manager as the official spokespersons for the city, and to encourage elected officials and require staff to direct inquiries about city positions to them. It is also excellent that you include in the guidelines the importance and necessity, when councilmembers do speak with media, of indicating clearly whether they are giving the city's position or their own views.

G. **Use of social media during meetings.** I recommend that councils include in their guidelines a prohibition on texting and/or publishing to social media during meetings. I know of one jurisdiction that has done this, and I have asked MRSC for advice as to whether others have done so as well. The reason is that council meeting time is brief and precious. There is only a little time to do a great deal of work. Keeping everyone focused on the subject under discussion improves the quality of the results. In addition, texting and posting outside the council chambers can have a negative effect on the members themselves, making them feel that their every action is subject to publication to the world at large at any moment. This is not a positive atmosphere in which to develop trust and confidence in each other.

H. **Attendance by councilmembers at citizen advisory bodies.** I have asked MRSC if there is any guidance available on this issue.

I. **Public engagement.** The commitment of councilmembers of the City of Burien to engage the public and increase involvement in the work of the city is admirable. I would caution, however, that only a limited amount of such involvement can be created at council meetings themselves. Council meetings are not a “public meeting” or a “public hearing.” Rather, they are a meeting of the council that is held in public.

It is entirely appropriate for the council to set boundaries within which it will receive public input. The public input portion should not overwhelm the actual work of the body. Some councils take public comment only at the beginning of the meeting, not before agenda items themselves. This is a reasonable way to approach the matter.

The Council may also want to schedule “Open Forums” or “Coffee with your councilmembers,” opportunities to engage with citizens outside of the meetings themselves, which would complement the “public comment” portion of meetings. There is a great deal of work being done now on ways to engage citizens, and I would be happy to provide some further references if requested.

J. **Nature of council functioning.** The suggestions which I will make during our training next Monday are designed to help the council carry out its duties as a “high-functioning council.” This is different from becoming a “high-performing team.” I would be glad to discuss the difference on Monday. The work that the Council has done in building teamwork is admirable, and it is my further hope that Monday’s training will benefit all concerned by giving specific tools to achieve the desired goals of civility, cooperation and mutual understanding for the benefit of the city and its residents.

COUNCIL STAFF	#	REFERENCE Section	CURRENT	REQUESTS
Staff Consultant	2	<u>Section 22.4</u> Miscellaneous Use of Social Media by Council-members Guidelines Pg 24		<p><u>Staff Recommendation:</u></p> <p><u>Use of social media by Councilmembers – standards of conduct</u></p> <p><u>The Council wishes to adopt standards of conduct for Councilmembers around use of social media for the following purposes: (a) increasing Council meeting effectiveness and efficiency; (b) promoting focused listening to what fellow Councilmembers are saying, rather than on communications with persons other than Councilmembers during Council discussions; (c) avoiding violations of state laws; (d) respecting confidences; and (e) generally promoting courteous behavior toward fellow Councilmembers.</u></p> <p><u>The below-listed standards of conduct are not intended to apply to communications about matters not relating to the business of the City or the actions of the Council – such as text messages to communicate that a Councilmember will be home late, or messages (not otherwise prohibited by law) that relate to some personal matter that a Councilmember, in his/her discretion, believes is necessary to attend to for health, safety, or peace of mind. Further, these guidelines are standards, not regulations. Unless otherwise required by law, a state or federal agency with authority, or a court of competent jurisdiction, the Council will not act to impose any penalty for the failure to meet these standards other than to censure a Councilmember for failure to meet a standard of conduct – and only upon a motion and a second and a vote of the majority of the Council.</u></p> <p><u>Councilmembers may post to social media and participate in online forums, but Councilmembers should refrain from the following:</u></p> <ol style="list-style-type: none"><u>1. Posting, sending or reading electronic communications while a Council meeting is in session (During a break in the Council meeting, this Item No. 1 of these standards of conduct will not apply); and</u><u>2. Engaging in communications via social media or online forums with other Councilmembers in violation of the Open Public Meetings Act; and</u><u>3. Posting, sending or reading communications regarding quasi- judicial issues via or to social media, where the Council acts in a manner similar to a judge; and</u><u>4. Posting or sending communications via or to social media that discuss matters that are attorney-client privileged or that are still confidential Executive Session matters.</u> <p><u>Items 1 through 4 are intended to apply to social media sites or tools used in the Councilmember’s official capacity or his/her personal capacity.</u></p> <ol style="list-style-type: none"><u>5. Also, when using social media sites or tools in the Councilmember’s official capacity, Councilmembers should refrain from posting or sending comments or links to any content that endorses or opposes candidates for elected office or ballot measures, including links to a campaign site. Item 5 is intended to apply to sites where the title of Councilmember, Mayor, or Deputy Mayor is used in conjunction with the name of an individual, sites that indicate the posts or communications may originate from or be associated with the City of Burien by for examples, having a Burien City Hall address or phone, or showing the City logo.</u> <p><u>Consultant Recommendation:</u></p> <p>Texting and/or publishing to social media during Council meetings are prohibited.</p>

CITY OF BURIEN AGENDA BILL

[illegible]

**CITY OF BURIEN
COUNCIL PROPOSED AGENDA SCHEDULE
2015**

September 28, 7 pm Study Session

Joint Meeting of the City Council and BEDP – Economic Development Update/Downtown Mobility Study. (60 mins.)
(see attached detailed agenda)
(City Manager)
Introduction and Discussion of Limited Shoreline Master Program Amendments.
(Community Development)
Discussion of and Possible Approval of Final Subdivision for the Walker Creek Subdivision.
(Community Development)
Review of Council Proposed Agenda Schedule.
(City Manager)

October 5, 7 pm Regular Meeting

**8:30 p.m. Recess to Transportation Benefit District (TBD No. 1) Board Meeting
(or as soon thereafter as the Council meeting adjourns), Council Chambers**
Proclamation Recognizing October 5, 2015, as World Teacher's Day.
(City Manager)
Proclamation Recognizing October 10, 2015, as World Mental Health Day.
(City Manager)
Discussion on 2016 Federal and State Legislative Priorities.
(City Manager)
Update on Low-Impact Development.
(Public Works)
Discussion and Possible Action on Modified City Manager Evaluation Process.
(Legal)
Review of Council Proposed Agenda Schedule.
(City Manager)

October 19, 7 pm Regular Meeting

Presentation by the Highline High School Robotics Team.
(City Manager – Rescheduled from 9/21)
Motion to Adopt the 2016 State and Federal Legislative Priorities.
(City Manager)
Discussion and Possible Motion on Resolution No. XXX, Adopting Limited Shoreline Master Program Amendments Prior to DOE Review.
(Community Development)
Review of Council Proposed Agenda Schedule.
(City Manager)

October 28, 7 pm Study Session

Presentation on the Goodwill Job Training Center by Betsey McFeely.
(City Manager)
Solid Waste Update.
(Public Works)
Review of Council Proposed Agenda Schedule.
(City Manager)

November 2, 7 pm Regular Meeting

Discussion of Ordinance No. 627, Increasing the City's Surface Water Management Service Charges and Amending Chapter 13.10 of the Burien Municipal Code.
(Finance)
Discussion of Ordinance No. 626, Adopting the City's 2016 Property Tax Levy.
(Finance)
Presentation of the 2015-2016 Mid-Biennial Budget Modification.
(Finance)
Presentation of the 2016 Financial Policies.
(Finance)

November 2 cont'd.

- Public Hearing and Update on Revenue Sources and Expenditures for the 2015-2016 Mid-Biennial Budget Review.
(Finance)
- Introduction for 2015 Comprehensive Plan and Zone Code Amendments.
(Community Development)
- Review of Council Proposed Agenda Schedule.
(City Manager)

November 16, 7 pm Regular Meeting

- Motion to Approve Ordinance No. 626, Adopting the City's 2016 Property Tax Levy.
(Finance)
- Motion to Approve Ordinance No. 627, Increasing the City's Surface Water Management Service Charges and Amending Chapter 13.10 of the Burien Municipal Code.
(Finance)
- Discussion of Ordinance No. 628, Amending the 2015-2016 Biennial Budget.
(Finance)
- Discussion and Possible Adoption of 2015 Comprehensive Plan and Zoning Code Amendments.
(Community Development)
- Review of Council Proposed Agenda Schedule.
(City Manager)

November 23, 7 pm Study Session - TENTATIVELY CANCELLED (Holiday Week)

December 7, 7 pm Regular Meeting

- Joint Meeting of the City Council and Arts Commission to Discuss Art in Public Places Fund Policy.**
(see attached detailed agenda)
(Parks – Rescheduled from 11/23)
- Motion to Adopt Ordinance No. 628, Amending the 2015-2016 Biennial Budget.
(Finance)
- Motion to Adopt the 2016 Financial Policies.
(Finance)
- Motion to Adopt 2015 Comprehensive Plan and Zoning Code Amendments.
(Community Development)
- Review of Council Proposed Agenda Schedule.
(City Manager)

December 21, 7 pm Regular Meeting – TENTATIVELY CANCELLED (Holiday Week)

December 28, 7 pm Study Session – TENTATIVELY CANCELLED (Holiday Week)

FUTURE AGENDA ITEMS (identified by Council)

Medium Priorities (1/24 Council Retreat)

- a. Discussion on Managing Community Assets (White Center Library & Downtown Fire Station)
(Council direction on 7/25/15)
- b. Discussion on Community Recreation Center (Council direction on 12/1/14)
- c. Developing a Youth Council (Council direction on 9/22/14)
- d. Discussion on Burien 2025 (Council direction on 6/15/15)
- e. **Discussion on Fireworks** (Council direction on 8/17/15)
- f. **Discussion on Banning Plastic Bags** (Council direction on 1/24)

Low Priorities (1/24 Council Retreat)

- g. Discussion on Wi-Fi Service in Common Areas (Council direction on 9/15/14)
- h. Discussion on Establishing Multiple Rates Within the Business and Occupation (B&O) Tax According to Different Sizes or Types of Businesses (Council direction on 11/17/14)

2016 FUTURE AGENDA ITEMS (identified by Staff)

- a. BMC Revisions Regarding Right-of-Way *(Staff on 10/14/14)*
- b. Public Works Fee Schedule Modifications *(Staff on 1/9/15)*
- c. Establishing Development Fee Implementation Dates and Credit Card Limits *(Staff on 1/9/15)*
- d. Development Permit Technology Fee In Anticipation of Permit Tracking Software Acquisition and Maintenance *(Staff on 1/9/15)*
- e. Permit Tracking System Modification/Replacement (Including Electronic Permit Integration)
 - i. *(Staff on 1/9/15)*
- f. 2016 Title 17 Subdivision Code Major Revision *(Staff on 1/9/15)*
- g. 2016 Adoption of 2015 International Building Code and Property Maintenance Code Amendments *(Staff on 1/9/15)*
- h. Downtown Center Planning Effort (Consolidation of Downtown Vision, Policies and Actions with Outside Planning Assistance, incorporating issues such as Hotel/Entertainment/Arts District, Parking, Traffic Flow and Street Network, Pedestrian Way Finding, Sidewalk Art and Park Space with Participation by all City Departments, Downtown focused Organizations and Businesses) *(Staff on 1/9/15)*
- i. Presentation and Discussion of Ordinance No. xxx, Adopting the 2014 National Electrical Code
 - i. *(Staff on 12/16/14)*
- j. BMC Airport Sound Code Update to Reflect Completion of Part 150 Noise Study *(Staff on 1/9/15)*
- k. **Uninhabitable Buildings** *(Staff on 8/18/15)*
- l. **Inoperable Vehicles** *(Staff on 8/18/15)*
- m. **Business License Code Update** *(Staff on 8/18/15)*
- n. **CARES Contract** *(Staff on 8/19/15)*
- o. **Valley View Sewer Easement** *(Staff on 9/15/15)*
- p. **TIP** *(Staff on 9/15/15)*
- q. **Discussion Regarding Utility Franchises** *(Staff 11/23/15)*
- r. **Discussion on False Alarm Ordinance** *(Staff on 8/3/15)*
- s. **Discussion** and Possible Motion on Ordinance No. XXX, Adopting Limited Shoreline Master Program Amendments Following DOE Approval. *(Staff on 12/21/15)*



Burien

Washington, USA

400 SW 152nd St., Suite 300, Burien, WA 98166
Phone: (206) 241-4647 • FAX (206) 248-5539
www.burienwa.gov

MEMORANDUM

TO: Honorable Mayor and Members of the City Council
FROM: Kamuron Gurol, City Manager
DATE: September 21, 2015
SUBJECT: City Manager's Report

I. INTERNAL CITY INFORMATION

A. PaRCS Participates in Awesome Kids Day

Together with several other local organizations, Burien Parks, Recreation & Cultural Services (PaRCS) participated in the Second "Awesome Kids Day" on Saturday, July 11 in Town Square Park. This fun (free!) event, organized by Collins Chiropractic, offered a wonderful opportunity for young children and their families to play games, win prizes, enjoy healthy food, and dance to music. An estimated 1200 participants attended this year's event, which is an approximate increase of 400 from last year.

B. Burien Seniors Stay Healthy and Happy

Lots of exciting new trips and activities have been offered for seniors over the last few months, with almost all of the daytime trips filled to capacity. Participants have visited Paradise at Mt. Rainer National Park, headed to Sequim to soak in the smells and beauty of the Lavender Festival, had "fun"-gi at the Pacific Northwest Mushroom Festival, and explored Tacoma's Proctor Arts Fest and Farmer's Market.

C. Youth Source Program Internship at PaRCS

The King County Juvenile Court provides annual summer work experiences for juveniles ages 14-24 years old with minor offenses in a program called "Youth Source". This year, PaRCS had an intern from the program assisting with its teen summer day camp. The intern was a past participant in our teen programs. This internship provided an additional staff person at no cost to the City for 180 hours of work.

D. Creative Justice Program Held at Moshier Arts Center

"Creative Justice" is a new program administered by 4Culture that provides an arts-based alternative to youth detention in King County. The program engages court-involved youth with socially-engaged arts education as an alternative to detention. 4Culture rented the Moshier Art Center to hold some of their classes this summer.

E. Summer Teen Scene (STS) Hugely Popular

This year Burien PaRCS' popular teen camps were filled by the start of summer, with significant wait lists. This is especially noteworthy since the camps were expanded to 36 participants this year instead of the previous maximum of 24. STS offered a different field trip every day of the summer, which especially appeals to 6th-9th grade participants. Many of the summer camp participants begin at Camp Craz as young children and 'grow up at camp' by then participating in teen camps. Historically, these youth often go on to volunteer with Burien PaRCS and eventually sometimes even come back to work as recreation staff in PaRCS' various youth programs.

F. New Ballroom Dancing Program offered at Community Center

A new Friday afternoon program is happening at the Community Center for adults interested in dancing to live music. Participants don't need a partner to attend. Attendance has varied from approximately 35 to 50.

G. 2014 Year-End Report on Human Services (Page 185)

Staff prepared the attached 2014 Year-End Report on Human Services. The report includes information on the agencies that were awarded funding for 2014, the amount of funding awarded, a brief program description, and the number of Burien residents served.

H. Burien Receives Government Finance Officers Association (GFOA's) Distinguished Budget Presentation Award

The Finance Department received the Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award for its 2015 - 2016 Adopted Budget. Entities receiving the award must satisfy nationally recognized guidelines for effective budget presentation. Those guidelines assess how well an entity's document serves as a policy document, a financial plan, an operations guide and a communication device. The City has received this award for ten consecutive budget documents.

I. Road Map to 70% County-Wide Recycling Goal

The stated county-wide recycling rate goal (tons diverted from the Cedar Hills Landfill) is 70% by 2030. The recycling rate has flattened at 53% for several years. King County Solid Waste Division (KCSWD) is proposing a regional strategy through the Comprehensive Solid Waste Plan process to reach 70% county-wide through a combination of education, incentives and regulatory tools aimed at single-family, multi-family, business and construction waste generators. Incentives could include targeted grants to encourage increased recycling rates, or differential tipping (disposal) fees favoring cities that have achieved higher recycling rates. KCSWD has announced they will lead by example, pursuing legislative mandates aimed at the above waste generators in unincorporated areas.

J. Human Resources Manager Re-Elected to Association of Washington Cities (AWC) Employee Benefits Advisory Committee (EBAC) Vice-Chair Position

At the July 30th meeting of the AWC EBAC, Administrative Services Manager Angie Chaufy was re-elected to serve as Vice-Chair of the Committee. As Vice-Chair, Angie will continue to fill one of two non-elected positions on AWC's Board of Trustees. Two AWC Board members and four regionally elected Trustees round out the Board. The Board of Trustees is the governing authority of the AWC Employee Benefit Trust and has a fiduciary obligation to administer the Fund on behalf of its 280+ municipalities and quasi-municipal entities.

K. Wellness Program Update

The Wellness Committee seeks to offer a variety of activities and interventions that target the primary health risks and interests of our employees, specifically stress, depression, weight, and physical fitness. To this end, a combination of awareness activities, health education, motivational activities, behavior change programs, and cultural support activities are offered throughout the year.

During the first half of 2015, the Wellness Program sponsored the following events:

- Lunchtime Wellness Webinars
 - Laughter, Humor, & Play to reduce stress and solve problems
 - Paying off Debt
 - Sleep: An Essential Component of Health and Wellbeing
 - Learn About Your Employee Assistance Program
 - Healthy Meal Options on the Go
- Bring your Lunch to Work – 23 employees participated in the six-week program designed to improve the financial health of employees through incorporating easy habits into their daily lives.
- Capture the Moment – 11 employees participated in the six-week program aimed at encouraging mindfulness and exercise as a means of addressing stress. Note: The winning photograph from each week's theme has been framed and is currently on a "roving" display at each City facility. The winning photographs will eventually be permanently displayed in the City Hall lunchroom hallway.
- Live Out Loud – 25 employees participated in the six-week program. Employees earned daily points for completing at least 30 minutes of cardiovascular activity and for doing activities that helped them live out loud (i.e. – connecting with friends, working on a hobby, playing with your children, reading, etc.)
- Say Yes – 24 employees formed 6 teams in this six-week program aimed at encouraging physical activity with extra weekly points for other healthy habits (sleep, water consumption, nutritious eating, stress reducing activities, and stretching.)

- Special events
 - Seahawk Tailgate Lunch
 - Empty Bowls Lunch
 - Wear Red Day – Women's Heart Health
 - Wear Your Favorite Team Jersey Day
 - Virtual Vacation to England
 - Eating of the Greens Potluck – Salad Potluck for St. Patrick's Day
 - Seed Starts and Garden Planning Class
 - Aloha Shirt Day

All of the activities except the Healthy Decisions Video were completed during non-work hours.

L. Employee Health Screening Scheduled

As part of our continuing efforts to control health costs and to educate employees on their role in maintaining affordable health care, the City of Burien, in conjunction with AWC, will host free on-site health screenings for employees and their spouses covered by an AWC medical insurance plan on September 24. The screenings will include measurements for height, weight, blood pressure, glucose, cholesterol (HDL and LDL), and triglycerides. Screening results will be available immediately and reviewed privately and confidentially with participants by a healthcare professional.

M. Health Questionnaire (HQ)

Prevention is the best way to control rising health care costs. The Health Questionnaire (HQ) is an assessment tool available to all employees and spouses with the AWC Employee Benefit Trust medical insurance. It helps individuals identify and understand their current health conditions and provides participants with an in-depth report identifying options on how to improve their health. Participants who complete the HQ between August 1 and November 1, 2015, will earn a \$35 Visa debit card. In addition, cities that meet or exceed the 50% participation rate will receive an AWC mini-grant designated for employee wellness activities. The 50% participation rate in the HQ is also a requirement for earning the WellCity Award.

N. August Permit Activity Report (Page 189)

Attached are the monthly reports for Construction Permits Issued and Construction Permit Applications Received during the month of August 2015. Also included is a list of tenant improvement applications/permits and major construction applications/permits.

Construction Permits Issued:

The number of permits issued for August 2015 is lower than reported for July 2015 and is consistent with the permits issued for August 2014, while the project valuation is significantly higher.

Construction Permit Applications Received:

The number of permit applications received for August 2015 is consistent with the applications received in July 2015 and those received in the same month of last year, while the project valuation is significantly higher.

Updates:

- The Puget Sound Skills Center permit was placed on hold at the request of the applicant last year due to the uncertainty of state legislature approval for funding. Fortunately, the state approved the funding at the very end of this year's session, so the project is now being reactivated. The architect and project manager have indicated some plan revisions are required based on the state's funding restrictions, and they expect to submit these changes to the City in October for review. They are hoping to be ready to go to bid at the beginning of next year and break ground in the spring of 2016.
- Burien Fish House received a permit to change the use from office to restaurant. The new business will be located at 133 SW 153rd street.
- Franciscan Health System received construction permits to build a new 48,000 square foot 2 story medical office building and related site improvement valued at over \$10,000,000. The site is located at 16033 1st Ave S near the CVS Pharmacy.

O. Website Review Process

Since July, the Communications Officer and Communications Intern have worked to review each of the more than 500 pages on burienwa.gov to log errors, look for outdated information, and evaluate the content we provide to the public as well as the hurdles they might face in finding that content. As part of the process, each of the City's website content managers were interviewed for feedback on website usability, to sort through existing content, and to assess training opportunities. Additionally, each Department Director was interviewed to identify content goals, key external audiences, and share ideas on what features a modern website would offer that the current platform does not. The Communications team will present the findings from this research to the Website Admin Committee later this month. Tasks will be divided out for repair (such as broken links, typographical errors, etc.) and options will be discussed for how to streamline information to make it easier to find on the site. These efforts are initial steps in preparation to upgrade the website to a modernized platform. The upgrade will increase mobile compatibility and more comprehensively connect our online presence. The website upgrade is anticipated to commence in Q1, 2016.

II. COUNCIL UPDATES/REPORTS

A. Citizen Action Report (CAR) (Page 197)

Staff has provided Council with the attached August Citizen Action Report.

B. Proclamations Recognizing World Teachers' Day and World Mental Health Day (Page 203)

Councilmember Bob Edgar is sponsoring two proclamations recognizing World Teachers' Day (October 5) and World Mental Health Day (October 10). Attached are the draft proclamations for Council's consideration to be presented at the October 5 City Council meeting.

C. Councilmember Awarded Certificate (Page 205)

Councilmember Bob Edgar recently earned a Certificate of Municipal Leadership (CML) from Association of Washington Cities (AWC). To earn this certificate, officials attend a variety of AWC sponsored municipal workshops and completes 30 or more credits in such training areas as the law, planning for the future, securing and managing funds, and fostering community and staff relationships.

III. Notices: (Page 207)

The following (attached) Notices were published:

- 2015-2016 Mid-Biennial Budget Review Public Hearing Notice: The City of Burien will hold a public hearing on Monday, September 21, 2015, for the purpose of receiving public comments on the 2015-2016 Mid-Biennial Budget review and amendments. The hearing will be in the Burien Council Chambers at 400 SW 152nd St., at approximately 7:00 pm.
- Notice of Application-PLA 15-1486; Type 1 Land Use application for a Critical Area Review and Shoreline Exemption Permit for construction of one (1) single family dwelling and detached 2-car garage on two (2) parcels within a Landslide Hazardous Area and Shoreline jurisdiction.
- Notice of Application-PLA 15-1652; Type 1 Land Use application for a Critical Area Review and Variance Permit for construction of two (2) single family dwellings on two (2) parcels (1 dwelling per parcel) within a Landslide Hazardous Area.
- Notice of Application-PLA 15-1624; Short plat one residential lot into 2 residential lots.
- SEPA Determination of Nonsignificance (DNS) and Adoption of Existing Environmental Document WAC 197-11-600-2015 Limited Shoreline Master Program Amendments.
- Notice of Decision-PLA 15-0688; Approval of Type 1 Land Use & SEPA Checklist Review, subject to conditions.

CITY OF BURIEN, WASHINGTON

MEMORANDUM

DATE: August 31, 2015

TO: Honorable Mayor and Members of the City Council

FROM: Kamuron Gurol, City Manager
Kim Krause, Finance Director
Lori Fleming, Management Analyst

SUBJECT: 2014 Year-End Report on Human Services

Each year, in accordance with the City's Financial Policies, the City of Burien allocates 1% of General Fund expenditures to human services programs. The 2014 human services allocation was \$206,000. Human services allocations are determined every two years through a competitive application process, with 2014 being the second year of the 2013-2014 allocation. Following are the agencies that were awarded funding for 2014, the amount of funding awarded, a brief program description, and the number of Burien residents served.

HUMAN SERVICES (\$206,000 allocated)

Catholic Community Services (CCS) was awarded \$10,500 for their emergency assistance program. This program provides emergency assistance to at-risk, low income persons, including rental assistance, food, utilities, transportation, and case management services. CCS served 105 unduplicated Burien residents, provided 35 utility, gas, and medical assistance vouchers, and 2,540 shelter bednights.

Child Care Resources (CCR) was awarded \$5,000 for their child care resource and referral services. This program provides information and referral to assist families in finding appropriate child care and provides technical assistance to child care providers. In 2014, CCR served 119 unduplicated Burien clients and provided 288 training and technical assistance hours.

Crisis Clinic was awarded \$8,500 for their 2-1-1 Community Information Line. The 2-1-1 program had 3,993 calls from Burien residents. The majority of calls were related to financial assistance and basic needs.

Crisis Clinic was awarded \$1,000 for their Teen Link program. The Teen Link program helps teens with suicide prevention and crisis intervention. The program served 189 Burien youth with responses to incoming calls and youth suicide prevention presentations.

Domestic Abuse Women's Network (DAWN) was awarded \$2,000 for their Community Advocacy program and Crisis Line. This program provides one-on-one client advocacy, peer support groups, and youth programs to domestic violence victims. The program served 212 unduplicated Burien residents with 881 hours of advocacy and 202 crisis line calls.

Domestic Abuse Women's Network (DAWN) was awarded \$8,000 for their shelter programs for domestic violence victims. This program pays for nights at a confidential emergency shelter and extended stay transitional shelter for Burien women and children, including counseling and advocacy services. In 2014, 777 bednights were provided, serving 25 Burien women and children.

Dynamic Partners was awarded \$5,000 for their Children with Special Needs Program. This program provides pediatric occupational, physical, speech, and feeding therapy, caregiver training, playgroups, and custom orthotics. They provided 956 therapy hours to 106 Burien children.

HealthPoint Medical was awarded \$10,000 for their comprehensive medical care program for low income and uninsured individuals. They had 3,125 visits from 860 Burien patients with a focus toward providing immunizations for children.

Highline Area Food Bank was awarded \$10,000 for food bank support in 2014. They served 5,744 unduplicated clients, of which 4,347 were Burien residents. They distributed over 908,000 pounds of food, of which 706,616 pounds went to Burien families.

Hospitality House was awarded \$10,000 for their women's shelter located at Lake Burien Presbyterian Church in Burien. This shelter has nine beds for homeless single women to stay for up to three months. Case management services are also provided. They served 94 women, 14 of which were Burien residents. They provided over 2,000 shelter bednights, with 360 bednights for Burien women.

King County Sexual Assault Resource Center (KCSARC) was awarded \$7,500 for sexual assault resource services. This program provides no-cost comprehensive crisis, advocacy, and counseling services to child, teen, and adult victims of sexual assault, including their families. KCSARC served 102 Burien residents, providing 647 hours of advocacy services to them.

Matt Griffin YMCA was awarded \$12,000 for their before and after school enrichment program at Seahurst Elementary School. This program served 43 Burien youth and provided 248 childcare days.

Multi-Service Center was awarded \$4,000 for emergency transitional housing. This program provides bednights and case management to Burien families. They served 12 Burien residents with 3,348 bednights; and provided 97 case management contacts (home visits/phone calls)

Navos was awarded \$6,000 for their employment services program. They provided 437 hours of employment services training/education to 64 Burien residents and placed 20 Burien clients in employment positions, such as barista, food service, cashiers, and seasonal jobs.

Para los Ninos was awarded \$15,000 for their Aprendamos Juntos (Let's Learn Together) program at Hazel Valley Elementary School which integrates child and parent learning to boost academic success, build children's emotional development, and incorporate parents in English as a Second Language (ESL) classes. They served 175 Burien residents, provided 174 hours of youth classroom instruction, and provided 76 adults with ESL courses.

Pregnancy Aid of South King County was awarded \$1,500 for their program which provides used/donated clothing, car seats, layettes, diapers, furniture, bottles, etc. to women and children. They provided over 2,100 pieces of clothing and other items to 64 Burien clients.

Senior Services was awarded \$2,000 for the Burien Senior Shuttle. The Shuttle uses volunteer drivers to transport lower income frail elderly to medical and other essential appointments. The shuttle served 91 Burien clients, drove 9,961 miles, and provided 1,915 one-way trips.

Senior Services was awarded \$5,000 for the Meals on Wheels Program. This program delivers nutritious meals to the elderly and disabled at their homes. The program served 126 Burien area residents, delivering 12,524 meals to their homes.

Society of St. Vincent de Paul was awarded \$12,000 for the eviction prevention program. They served 127 Burien residents (44 households) with rent assistance and provided 53 home visits.

South King Council of Human Services was awarded \$2,000 for capacity building services. They provided 42 technical assistance hours to various Burien human services agencies in 2014.

Southwest Youth and Family Services - New Futures Program was awarded \$32,000 for their child and family support program at two apartment complexes in Burien: Arbor Heights and Woodridge Park. This program includes after school tutoring, childcare, home visits to participating families, and community development events to bring residents together. In 2014 they provided the following services:

New Futures Program	Arbor Heights	Woodridge Park	Total
Burien youth served (Grades 1-12)	46	74	120
Afterschool program hours	520	600	1,120
Home visits	49	81	130

Tukwila Pantry was awarded \$5,000 for food bank support. They served 8,921 unduplicated clients, of which 2,114 were Burien residents. They distributed approximately 2 million pounds of food, of which 356,348 pounds were for Burien families.

White Center Food Bank was awarded \$10,000 for food bank support in 2014. They served over 10,000 unduplicated clients, of which 3,353 were Burien residents. They distributed 1.2 million pounds of food, of which 443,260 pounds were for Burien families.

YWCA - Renton was awarded \$8,000 for their children's domestic violence services. This program pays for a staff person to work with children who have witnessed and may continue to witness domestic violence. A ten-week education program is provided to the children and caretakers in their home in an effort to ameliorate the negative effects of domestic violence. Twelve children from six families received 90 counseling hours.

Emergency Voucher/Gift Card Program – This program, administered by the Police Community Service Officer (CSO), was allocated \$1,000. The program involves providing motel vouchers for 1-3 night stays, Safeway or Fred Meyer gift cards, and bus passes to homeless persons and those persons the police may encounter in domestic violence situations or other emergency police related situations. The CSO awarded 21 Burien residents with a total of \$450 in gift cards, ten nights of motel vouchers, and over 40 bus passes.

Share1App On-line Application/Reporting Participation - \$3,000 was set aside for the City's share of participating in the Share1App on-line human services grant application and reporting system that is managed by the City of Kent.

The **2014 Human Services Contingency** of \$10,000 was allocated to Auburn Youth Resources to provide additional street outreach services to homeless Burien youth, ages 18-24. They made 177 contacts with Burien youth, enrolled 7 youth in case management services, and distributed 338 food/hygiene packs.



Burien

Washington, USA

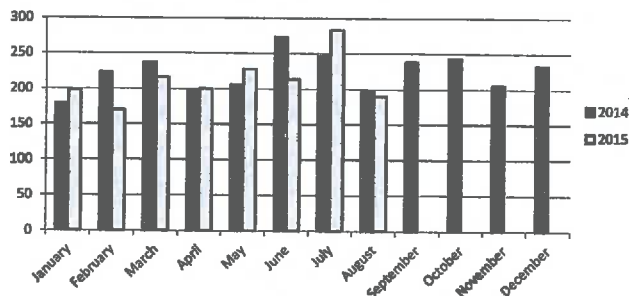
Summary of Applications

Start Date: 08/01/2015

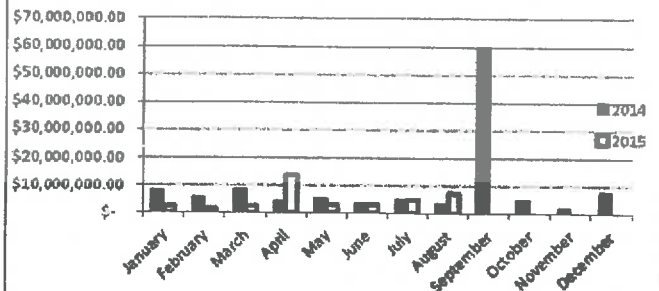
End Date: 08/31/2015

TypePermit	Count	Valuation
Building	20	\$ 4,988,895.00
Damage	2	
Demolition	3	\$ 1,500.00
Electrical	83	\$ 2,163,244.00
Fire Protection	3	\$ 4,451.00
Mechanical	24	\$ 500.00
Plumbing	12	\$ 87,030.00
Right of Way	35	
Sign	8	\$ 17,480.00
Totals :	190	\$ 7,263,100.00

NUMBER OF APPLICATIONS RECEIVED COMPARISON



APPLICATIONS RECEIVED VALUATION





MONTHLY REPORT - AUGUST 2015

Major Permit Applications Received

(Applicants Valuation of \$200,000 or more)

Permit Number	Project Name	Scope of Work	Date Applied	Location	Total Valuation
BLD-15-1635	BURIEN TOYOTA BUILDING PERMIT	REMOVE EXISTING 2 STORY W/BASEMENT RETAIL/OFFICE/SALES BUILDING (APPROX 19,663 SF) AND REPLACE WITH NEW 2 STORY W/BASEMENT OFFICE/SALES/RETAIL BUILDING (30,649 SF) NEW STORM DETENTION AND WATER QUALITY AS WELL AS ONSITE VEHICLE CONNECTIVITY, LANDSCAPING & STRIPPING.	08/05/2015	15025 1ST AVE S	\$3,900,000.00
BLD-15-1639	BURIEN TOYOTA CLEAR & GRADE	CLEAR & GRADE FOR BURIEN TOYOTA	08/05/2015	15025 1ST AVE S	\$500,000.00
BLD-15-1664	FRANCISCAN HOME HEALTH HOSPICE TI	AN INTERIOR TI TO EXISTING 2 STORY, WOOD CONSTRUCTION OFFICE BLD FOR HIGHLINE COMMUNITY HOSPITAL. SCOPE OF WORK INCLUDES DEMO OF SELECT NON-BEARING WALLS AND INSTALLATION OF NEW NON-BEARING WALLS TO CREATE MORE OFFICE ROOMS. ALL EXISTING CARPET ON BOTH LEVELS ARE TO BE REMOVED AND REPLACED WITH NEW CARPET. ALSO INCLUDED IS THE DEMO OF A BEARING WALL AND INSTALLATION OF A NEW STRUCTURAL BEAM AND POSTS ON LEVEL 2 TO CREATE A LARGE CONFERENCE ROOM. EXTERIOR TO BE REPAINTED AND EXISTING WOOD DECKS TO BE STAINED AND SEALED.	08/07/2015	16255 SYLVESTER RD SW	\$200,000.00
ELE-15-1695	E15-18035 - FRANCISCAN MEDICAL PAVILION HIGHLINE ELECTRICAL	E15-18035 - NEW MAIN ELECTRICAL SERVICE / BRANCH POWER / INTERIOR & EXTERIOR LIGHTING / DATA & COMMUNICATION SYSTEMS / SECURITY CAMERAS & SECURED ACCESS CONTROLS / NURSE CALL SYSTEM / FIRE ALARM SYSTEM	08/13/2015	16045 1ST AVE S [TEMP]	\$2,084,229.00



MONTHLY REPORT - AUGUST 2015

Tenant Improvement Permit Applications

Permit Number	Project Name	Scope of Work	Date Issued	Location	Total Valuation
BLD-15-1698	WATER DISTRICT 20 ALTERATION	NEW SIDING ON NORTH, WEST & SOUTH ELEVATIONS. REBUILD EXISTING ENTRANCE C.		12606 1ST AVE S	\$40,000.00
BLD-15-1740	GOODWILL	INTERIOR T.I. FOR ADDITION OF 1 INTERIOR WALL & INTERIOR DOOR TO CREATE NEW OFFICE IN EXISTING CLASSROOM SPACE		1031 SW 128TH ST	\$6,000.00
BLD-15-1643	COX FINANCIAL REROOF	REROOF: TPO OVER TORCHDOWN	08/05/2015	112 SW 157TH ST	\$35,800.00
BLD-15-1701	SEAHURST RIDGE APARTMENT	REPLACE 2 EXISTING LOCKS WITH ADA COMPLIANT HANDLES & LOCKS AT SITE OF TWO FIRST FLOOR STAIRWELL ENTRIES	08/14/2015	2121 SW 152ND ST	\$1,500.00
BLD-15-1772	BURIEN PARKS DEPARTMENT RE-ROOF	RE-ROOF TORCH DOWN OVER MODIFIED BASE SHEET OVER EXISTING SHEATHING.	08/26/2015	425 SW 144TH ST RM 9	\$26,295.00
BLD-15-1664	FRANCISCAN HOME HEALTH HOSPICE TI	AN INTERIOR TI TO EXISTING 2 STORY, WOOD CONSTRUCTION OFFICE BLD FOR HIGHLINE COMMUNITY HOSPITAL. SCOPE OF WORK INCLUDES DEMO OF SELECT NON-BEARING WALLS AND INSTALLATION OF NEW NON-BEARING WALLS TO CREATE MORE OFFICE ROOMS. ALL EXISTING CARPET ON BOTH LEVELS ARE TO BE REMOVED AND REPLACED WITH NEW CARPET. ALSO INCLUDED IS THE DEMO OF A BEARING WALL AND INSTALLATION OF A NEW STRUCTURAL BEAM AND POSTS ON LEVEL 2 TO CREATE A LARGE CONFERENCE ROOM. EXTERIOR TO BE REPAINTED AND EXISTING WOOD DECKS TO BE STAINED AND SEALED.	08/28/2015	16255 SYLVESTER RD SW	\$200,000.00



Burien

Washington, USA

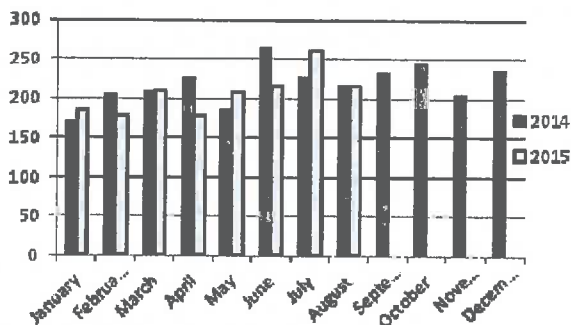
Summary of Permits Issued

Start Date: 08/01/2015

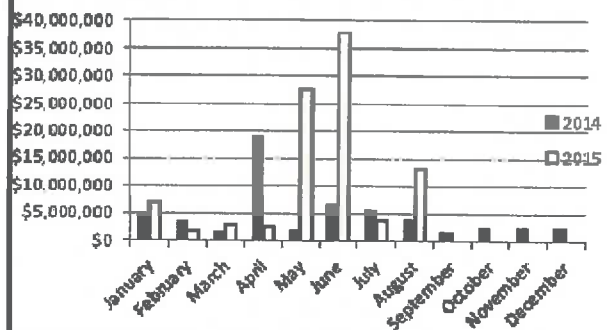
End Date: 08/31/2015

TypePermit	Count	Valuation
Building	37	\$10,415,470.77
Damage	2	
Demolition	2	\$21,500.00
Electrical	88	\$85,185.00
Fire Protection	6	\$14,493.00
Mechanical	23	\$1,400,500.00
Plumbing	13	\$1,327,030.00
Right of Way	37	
Sign	8	\$8,813.00
Totals :	216	\$13,272,991.77

NUMBER OF PERMITS ISSUED



PERMITS ISSUED VALUATION





MONTHLY REPORT - AUGUST 2015

Major Permits Issued

(Applicants Valuation of \$200,000 or more)

Permit Number	Project Name	Scope of Work	Date Issued	Location	Total Valuation
BLD-15-0663	FRANCISCAN HEALTH SYSTEM MEDICAL PAVILION HIGHLINE	CONSTRUCTION OF A NEW 2-STORY, 48,000 GSF MEDICAL OFFICE BUILDING AND SITE RELATED IMPROVEMENT	08/04/2015	16033 1ST AVE S	\$7,264,000.00
MEC-15-0664	FRANCISCAN HEALTH SYSTEM MEDICAL PAVILION HIGHLINE	CONSTRUCTION OF A NEW 1 STORY, 48,000 GSF MEDICAL OFFICE BUILDING AND SITE RELATED IMPROVEMENT	08/04/2015	16033 1ST AVE S	\$1,400,000.00
PLM-15-0665	FRANCISCAN HEALTH SYSTEM MEDICAL PAVILION HIGHLINE	CONSTRUCTION OF A NEW 1 STORY, 48,000 GSF MEDICAL OFFICE BUILDING AND SITE RELATED IMPROVEMENT	08/04/2015	16033 1ST AVE S	\$1,100,000.00
BLD-15-1350	E15-14564 - BURIEN FIRE STATION 28	E15-14564 - SELECTIVE REPLACEMENT OF EXISTING PRECAST CONCRETE ELEMENTS, NOT HAVING AT LEAST 1/2" OF CONCRETE COVER ON THE REBAR, ON THE EXTERIOR OF THE BUILDING.	08/13/2015	900 SW 146TH ST	\$1,050,967.00
BLD-15-1463	WOODCREST APTS BUILDING PERMIT	REMOVAL AND REPLACEMENT OF EXISTING SIDING AND WINDOWS - REPLACING WITH LIKE FOR LIKE - REMOVAL AND REPLACE ONLY.	08/07/2015	15800 4TH AVE S	\$415,085.90
BLD-15-0349	NGUYEN TOWNHOMES - 1062, 1064, 1068 SW 130TH ST	CONSTRUCT TRIPLEX UNIT	08/06/2015	1064 SW 130TH ST	\$304,000.00
BLD-15-0350	NGUYEN TOWNHOMES - 1072, 1076, 1080 SW 130TH ST	CONSTRUCT TRIPLEX UNIT	08/06/2015	1076 SW 130TH ST	\$300,000.00
BLD-15-1664	FRANCISCAN HOME HEALTH HOSPICE TI	AN INTERIOR TI TO EXISTING 2 STORY, WOOD CONSTRUCTION OFFICE BLD FOR HIGHLINE COMMUNITY HOSPITAL. SCOPE OF WORK INCLUDES DEMO OF SELECT NON-BEARING WALLS AND INSTALLATION OF NEW NON-BEARING WALLS TO CREATE MORE OFFICE ROOMS. ALL EXISTING CARPET ON BOTH LEVELS ARE TO BE REMOVED AND REPLACED WITH NEW CARPET. ALSO INCLUDED IS THE DEMO OF A BEARING WALL AND INSTALLATION OF A NEW STRUCTURAL BEAM AND POSTS ON LEVEL 2 TO CREATE A LARGE CONFERENCE ROOM. EXTERIOR TO BE REPAINTED AND EXISTING WOOD DECKS TO BE STAINED AND SEALED.	08/28/2015	16255 SYLVESTER RD SW	\$200,000.00
PLM-15-1686	E15-16774 - BURIEN TOWN SQUARE APARTMENTS PLUMBING	E15-16774 - INSTALLATION OF UNDERGROUND PLUMBING SYSTEMS FOR 228 UNIT APARTMENT BUILDING	08/04/2015	15045 5TH AVE SW ITEMP1	\$195,000.00

MONTHLY REPORT - AUGUST 2015

Tenant Improvement Permits Issued

Permit Number	Project Name	Scope of Work	Date Issued	Location	Total Valuation
BLD-15-1643	COX FINANCIAL REROOF	REROOF: TPO OVER TORCHDOWN	08/05/2015	112 SW 157TH ST	\$35,800.00
BLD-15-1463	WOODCREST APTS BUILDING PERMIT	REMOVAL AND REPLACEMENT OF EXISTINGSIDING AND WINDOWS - REPLACING WITH LIKE FOR LIKE - REMOVAL AND REPLACE ONLY.	08/07/2015	15800 4TH AVE S	\$415,085.90
BLD-15-1567	SPIRIT HALLOWEEN BUILDING PERMIT	INSTALL RETAIL RACKING	08/10/2015	15714 1ST AVE S	\$2,000.00
BLD-15-1601	LOCKTITE STORAGE BUILDING PERMIT	REMOVE EXISTING VINYL SIDING AND INSTALL JAMES HARDIE 8.25 PRIME PLANK AND 4X8 PRIMED PANEL. BUILDING HAS 2 LAYERS SHEATHING EXISTING. NO INTENTION OF REMOVING ANY SHEATHING. WHOLE BUILDING RESIDE.	08/10/2015	11836 DES MOINES MEMORIAL DR S	\$100,000.00
BLD-15-1350	E15-14564 - BURIEN FIRE STATION 28	E15-14564 - SELECTIVE REPLACEMENT OF EXISTING PRECAST CONCRETE ELEMENTS, NOT HAVING AT LEAST 1/2" OF CONCRETE COVER ON THE REBAR, ON THE EXTERIOR OF THE BUILDING	08/13/2015	900 SW 146TH ST	\$1,050,967.00
BLD-15-1610	E15-16402 - BURIEN FISH HOUSE	E15-16402 - CHANGE OCCUPANCY TO FAST FOOD RESTAURANT (FROM OFFICE) / RECONFIGURE PARTITIONS, FINISHES, AND ADD COMMERCIAL KITCHEN	08/14/2015	133 SW 153RD ST	\$18,000.00
BLD-15-1701	SEAHURST RIDGE APARTMENT	REPLACE 2 EXISTING LOCKS WITH ADA COMPLIANT HANDLES & LOCKS AT SITE OF TWO FIRST FLOOR STAIRWELL ENTRIES	08/14/2015	2121 SW 152ND ST	\$1,500.00
BLD-15-1609	E15-16403 - PAC LAB TI (SUITE 402)	E15-16403 - MINOR TENANT IMPROVEMENT FOR A NW PAC LAB OFFICE (SUITE 402)	08/20/2015	16259 SYLVESTER RD SW	\$50,000.00
BLD-15-1252	205/207 TENANT IMPROVEMENT	BUILD DIVIDING WALL BETWEEN BOTH SPACES, ADD FLORESCENT LIGHTS AND PLANK FLOORING.	08/21/2015	205 SW 152ND ST	\$25,000.00
BLD-15-1772	BURIEN PARKS DEPARTMENT RE-ROOF	RE-ROOF TORCH DOWN OVER MODIFIED BASE SHEET OVER EXISTING SHEATHING.	08/26/2015	425 SW 144TH ST RM 9	\$26,295.00

Permit Number	Project Name	Scope of Work	Date Issued	Location	Total Valuation
BLD-15-0682	HIGHLINE MEDICAL CENTER	SMALL AMOUNT OF GRADING / STRUCTURAL TANK FOUNDATION PAD WITH 3" WALL / INCIDENTAL PAVING / RELOCATING OF LIGHT POLE	08/27/2015	16251 SYLVESTER RD SW	\$73,766.18
BLD-15-1664	FRANCISCAN HOME HEALTH HOSPICE TI	AN INTERIOR TI TO EXISTING 2 STORY, WOOD CONSTRUCTION OFFICE BLD FOR HIGHLINE COMMUNITY HOSPITAL. SCOPE OF WORK INCLUDES DEMO OF SELECT NON-BEARING WALLS AND INSTALLATION OF NEW NON-BEARING WALLS TO CREATE MORE OFFICE ROOMS. ALL EXISTING CARPET ON BOTH LEVELS ARE TO BE REMOVED AND REPLACED WITH NEW CARPET. ALSO INCLUDED IS THE DEMO OF A BEARING WALL AND INSTALLATION OF A NEW STRUCTURAL BEAM AND POSTS ON LEVEL 2 TO CREATE A LARGE CONFERENCE ROOM. EXTERIOR TO BE REPAINTED AND EXISTING WOOD DECKS TO BE STAINED AND SEALED.	08/28/2015	16255 SYLVESTER RD SW	\$200,000.00

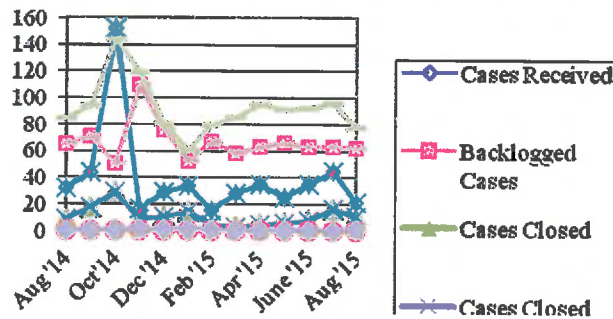


CITY OF BURIEN MEMORANDUM

DATE: September 2, 2015
TO: Kamuron Gurol, City Manager
FROM: Cynthia Schaff, Paralegal
RE: 2015 Citizen Action Report

This report reflects the caseload for August and includes all backlog cases open as of August 31, 2015. As of that date, there were 77 open cases. 62 of the open cases are more than five weeks old and are considered backlog. There were 22 cases opened during the month of August, 0 cases initiated by staff/police/fire, and 22 cases initiated by residents. 11 of the cases opened during the month of June were closed within the month.

Citizen Action Case Status



	Aug '14	Sept '14	Oct '14	Nov '14	Dec '14	Jan '15	Feb '15	Mar '15	Apr '15	May '15	June '15	July '15	Aug '15
Cases Closed	9	18	29	9	11	15	5	3	5	6	8	17	11
Cases Received	32	44	152	17	29	34	16	28	35	25	35	45	22
% Cases Closed/Received	28%	41%	19%	53%	38%	44%	31%	11%	14%	24%	23%	38%	50%
Backlogged Cases	65	71	50	109	75	52	67	58	63	66	63	63	62
Total Open Cases	84	94	144	119	80	60	79	85	95	91	92	96	77
% of Backlog	77%	76%	35%	92%	94%	87%	85%	68%	66%	73%	68%	66%	81%

As usual, please let me know if you have any questions or suggestions for additional improvements to this report.

Cc: Chip Davis, Community Development Director
Jan Voege, Building Official
Barb Canfield, Code Compliance Officer

Michael Lafreniere, Parks Director
Maiya Andrews, Public Works Director
Soojin Kim, City Attorney



Monthly Report to the City Manager

Citizen Action Request Case Status

Report Date: 09/02/2015

Days Old	Department	CAR #	Date Received	Nature of Request	Complaint Information	Last Action	Date	Status
1392	Code Enforcement	CAR-11-0486	11/10/2011	Nuisance	16331 MAPLEWILD AV SW Nuisance-Golka-Zone 3	Other - See Notes	11/07/2013	Open
1196	Code Enforcement	CAR-12-0203	05/24/2012	Nuisance	12657 12TH AV S Nuisance, Vehicles, Unsecure House-Towie-Zone 2	Phone Call	12/15/2014	Open
763	Code Enforcement	CAR-13-0301	07/31/2013	Housing Concerns	646 SW 152ND ST Housing, Illegal Dwelling-Phung-Zone 3	Site Investigation	05/20/2015	Open
547	Code Enforcement	CAR-14-0081	03/04/2014	Nuisance	12242 23RD AV S Nuisance, Trash,Vehicles-King-Zone 2	Other - See Notes	07/28/2015	Open
476	Planning	CAR-14-0178	05/14/2014	Planning / Zoning	11808 18TH AV SW Critical Area-Difabio-Zone 1	Other Letter	06/02/2014	Open
442	Code Enforcement	CAR-14-0245	06/17/2014	Nuisance	12463 DES MOINES MEMORIAL DR S Bldg.-Shafa-Zone 2	Other - See Notes	06/11/2015	Open
414	Code Enforcement	CAR-14-0294	07/15/2014	Nuisance	1233 SW 148TH ST Vegetation-Arnold-Zone 3	Phone Call	03/11/2015	Open
317	Code Enforcement	CAR-14-0408	10/20/2014	Nuisance	12623 14TH AV S Garbage/vehicles-Martinez-Zone 2	Site Investigation	11/05/2014	Open
317	Code Enforcement	CAR-14-0429	10/20/2014	Business License	640 SW 139TH ST B/L-Lady Nin's LLC-Zone 1	NOV Issued	12/31/2014	Open
317	Code Enforcement	CAR-14-0434	10/20/2014	Business License	14644 9TH AV SW B/L-Airline Shuttle Inc. -Zone 3	NOV Issued	01/05/2015	Open
317	Code Enforcement	CAR-14-0440	10/20/2014	Business License	15840 14TH AV SW B/L-OLYMPIC PLUMBING-ZONE 3	Other Letter	12/18/2014	Open

Days Old	Department	CAR #	Date Received	Nature of Request	Complaint Information	Last Action	Date	Status
317	Code Enforcement	CAR-14-0441	10/20/2014	Business License	14830 1ST AV S B/L-EL HABANERO PRODUCE-ZONE 4	Other - See Notes	05/19/2015	Open
317	Code Enforcement	CAR-14-0465	10/20/2014	Business License	14942 20TH AV SW B/L-A & V CONCRETE-ZONE 3	Phone Call	02/02/2015	Open
317	Code Enforcement	CAR-14-0470	10/20/2014	Business License	220 SW 152ND ST B/L-LA COSTA-ZONE 3	Case Received	10/20/2014	Open
317	Code Enforcement	CAR-14-0480	10/20/2014	Business License	16027 19TH AV SW B/L-DOGWOOD DESIGN-ZONE 3	Other - See Notes	01/08/2015	Open
317	Code Enforcement	CAR-14-0491	10/20/2014	Business License	413 S 180TH PL B/L-CUTTERS LANDSCAPING & TREE SERVICE-ZONE 4	Enforcement Letter 1	12/16/2014	Open
316	Code Enforcement	CAR-14-0528	10/21/2014	Business License	455 S 156TH ST B/L-CNG FOR HIRE-ZONE 4	NOV Issued	12/30/2015	Open
316	Code Enforcement	CAR-14-0529	10/21/2014	Business License	11822 12TH AV SW B/L-TAQUERIA EL ANTOJO-ZONE 1	NOV Issued	03/03/2015	Open
316	Code Enforcement	CAR-14-0535	10/21/2014	Business License	13929 4TH AV SW B/L-VUU MARKETING COMPANY-ZONE 1	NOV Issued	12/11/2014	Open
230	Code Enforcement	CAR-15-0019	01/15/2015	Parking	12010 8TH AV S PARKING-CLENDENEZONE 3	Site Investigation	07/06/2015	Open
216	Code Enforcement	CAR-15-0033	01/29/2015	Nuisance	12024 1ST AV S GARBAGE-Alpine General-Zone 2	Other - See Notes	04/22/2015	Open
211	Building	CAR-15-0036	02/03/2015	Building	2825 SW 172ND PL BOILER-KEENEY-ZONE 3	Case Received	02/03/2015	Open
210	Code Enforcement	CAR-15-0037	02/04/2015	Sign Violation	453 SW 153RD ST Sign - Nielson Bros.-Zone 3	Phone Call	08/31/2015	Open

Days Old	Department	CAR #	Date Received	Nature of Request	Complaint Information	Last Action	Date	Status
205	Code Enforcement	CAR-15-0039	02/09/2015	Vehicle	11833 12TH AV S Vehicles-Wilson-Zone 2	Site Investigation	04/01/2015	Open
181	Building	CAR-15-0054	03/05/2015	Building	615 SW 152ND ST Bldg. - Freggies-Zone 3	Other - See Notes	07/16/2015	Open
163	Planning	CAR-15-0067	03/23/2015	Critical Area Concerns	15809 25TH AV SW Gulterez-Critical Area-Zone 3	Enforcement Letter 1	04/02/2015	Open
105	Code Enforcement	CAR-15-0133	05/20/2015	Nuisance	Garbage/Encampment-Westmark-Zone 1	Phone Call	07/16/2015	Open
63	Code Enforcement	CAR-15-0177	07/01/2015	Nuisance	13629 2ND AV S Nuisance-Healea-Zone 2	Site Investigation	09/01/2015	Open



**PROCLAMATION
OF THE CITY OF BURIEN
Washington**

A PROCLAMATION OF THE BURIEN CITY COUNCIL OF THE CITY OF BURIEN,
WASHINGTON, RECOGNIZING

OCTOBER 5, 2015 AS WORLD TEACHERS' DAY

WHEREAS, the World Teachers' Day was established by the United Nations Educational, Scientific and Cultural Organization (or UNESCO) and has been celebrated on October 5 every year since 1994; and

WHEREAS, other countries may have already created their own teacher appreciation days at an earlier time, it is important to recognize on this day, the good that teachers provide to develop and to educate future generations of the greater world community; and

WHEREAS, the purpose of the World Teachers' Day is to raise the awareness of the important work of teachers to open and nurture students' minds to ideas, knowledge and dreams; and

WHEREAS, the Highline Public Schools teachers hold students to high expectations, challenge them to think critically, push them to excel in the face of obstacles and help lay the foundation for good citizenship; and

WHEREAS, teaching is a labor of love, and our dedicated teachers work hard to enhance and enrich the daily learning experiences of our students and to instill in them a passion for learning that lasts a lifetime.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF BURIEN, WASHINGTON, DOES
HEREBY RECOGNIZE

OCTOBER 5, 2015 AS WORLD TEACHERS' DAY

and ask the Burien community to join us in thanking our talented, committed, tireless and inspirational teachers for working to shape the future of our community and our country.

Dated this 5th day of October, 2015.

Mayor Lucy Krakowiak

Deputy Mayor Nancy Tosta
Councilmember Lauren Berkowitz
Councilmember Gerald Robison

Councilmember Stephen Armstrong
Councilmember Bob Edgar
Councilmember Debi Wagner

City of Burien

Mayor



PROCLAMATION
OF THE CITY OF BURIEN
Washington

A PROCLAMATION OF THE BURIEN CITY COUNCIL OF THE CITY OF BURIEN,
WASHINGTON, RECOGNIZING

OCTOBER 10, 2015 AS WORLD MENTAL HEALTH DAY

WHEREAS, the World Mental Health Day was established by the World Federation for Mental Health, supported by the World Health Organization (or WHO) and has been celebrated on October 10 every year since 1992;

WHEREAS, mental health is defined by the WHO as a state of well-being in which people can realize their own potential, cope with normal life stresses, work productively, and contribute to their community. However, mental disorders affect nearly 12 percent of the world's population, out of which about 154 million people suffer from depression;

WHEREAS, the purpose of the World Mental Health Day is to raise the awareness about mental health issues and to promote open discussions on mental illnesses as well as investments in prevention and treatment services;

WHEREAS, local organizations, such as NAVOS, have been responding to the needs of people with mental illness in King County by working to transform the quality of life of people vulnerable to mental illness and addiction through a broad spectrum of care.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF BURIEN, WASHINGTON, DOES
HEREBY RECOGNIZE

OCTOBER 10, 2015 AS WORLD MENTAL HEALTH DAY

and ask government agencies, organizations, health care providers, research institutions and the Burien community to raise mental health awareness and to help people who have mental illness live healthier lives.

Dated this 5th day of October, 2015.

Mayor Lucy Krakowiak

Deputy Mayor Nancy Tosta
Councilmember Lauren Berkowitz
Councilmember Gerald Robison

Councilmember Stephen Armstrong
Councilmember Bob Edgar
Councilmember Debi Wagner

City of Burien

Mayor

AWC Certificate of Municipal Leadership

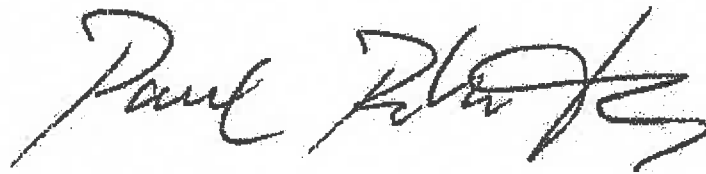
**The Association of Washington Cities
recognizes**

Councilmember Bob Edgar

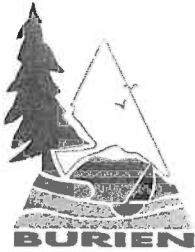
City of Burien

**for the successful completion of AWC's
Certificate of Municipal Leadership training program.**

Presented 8/19/2015

A handwritten signature in black ink, appearing to read "Paul Roberts", is written over a horizontal line.

Paul Roberts, AWC President



Burien

Washington, USA

400 SW 152nd, Suite 300, Burien, WA 98166

Phone: (206) 241-4647 • FAX (206) 248-5539

www.burienwa.gov

DATE: September 8, 2015
FOR RELEASE: September 10, 2015
CONTACT: Finance Department
Telephone: (206) 439-3150

2015-2016 MID-BIENNIAL BUDGET REVIEW PUBLIC HEARING NOTICE

The City of Burien will hold a public hearing on Monday, September 21, 2015 for the purpose of:

Receiving public comments on revenue sources, including a possible increase of up to 1% in property tax revenue, and expenditures for the 2015-2016 Mid-Biennial Budget review and amendments.

The hearing will be in the Burien Council Chambers at 400 SW 152nd St., at approximately 7:00 p.m. The 2015-2016 Adopted Budget is available on the City's website, www.burienwa.gov. The 2015-2016 Mid-Biennial Budget Review is expected to be available on October 30, 2015 on the City's website, www.burienwa.gov, or copies can be obtained by calling the Finance Department at (206) 439-3150. A second public hearing will be held on November 2, 2015.

Sign language and communication in alternate format can be arranged given sufficient notice. Please contact the City Clerk's office at (206) 248-5517.

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Published in The Seattle Times: September 10, 2015 and September 17, 2015
The Westside Weekly: September 18, 2015

cc: Burien City Council
Burien City Staff
Burien Library
B-Town Blog
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Westside Weekly
Seahurst Post Office
Web site: www.burienwa.gov
White Center Now



Notice of Application

City of Burien 400 SW 152nd Street, Suite 300

Burien, Washington 98166-3066

Date August 31, 2015

Applicant DeForest Architects, Attn. Michael Knowles

Proposal The City of Burien, Community Development Department has received a Type 1 Land Use application for a Critical Area Review and Shoreline Exemption Permit for construction of one (1) single family dwelling and detached 2-car garage on two (2) parcels within a Landslide Hazardous Area and Shoreline jurisdiction.

File No. PLA 15-1486
File is available for viewing at Burien City Hall during regular business hours.

Location 2710 SW 156th Street

Tax Parcel No. 242303-9201 and 242303-9200

Current Zoning RS-12,000

Application Submitted/Complete Submitted: July 20, 2015
Complete: August 17, 2015

Other Permits Needed Building Permit, and Shoreline Exemption

Other Studies Needed None at this time

Existing Environmental Info.

- July 20, 2015 Critical Areas Report Habitat Management Plan for Hartley Residence Development by Cedarock Consultants, Inc., Renton, WA
- July 14, 2015 Geotechnical Plan Review Hartley Residence, prepared by Siew L. Tran, P.E., for PanGeo Inc. Geotechnical & Earthquake Engineering Consultants, Seattle, WA
- July 20, 2015 Technical Information Report prepared by Timothy W. Gabelein, PE, with Davido Consulting Group Inc., Lake Forest Park, WA
- June 26, 2015 Arborist Report prepared by Kurt Fickeisen with Symbiosis Tree Care, Seattle, WA

Review Process and Public Comment The decision on this application will be made by the Community Development Director. Prior to the decision, there is an opportunity for the public to submit written comments. **Written comments must be received prior to 5:00 p.m. Monday, September 21, 2015.** Send written comments to the project planner (see below). Please indicate your name and address and refer to the file indicated above. Only people who submitted comments as indicated above may appeal the decision on this application.

Project Planner (for written comments and more information) Chad Tibbits
Department of Community Development
City of Burien
400 SW 152nd Street, Suite 300
Burien, WA 98166
Phone: (206) 812-7575 E-Mail: chadt@burienwa.gov

Published in the Seattle Times Date of Notice: August 31, 2015

cc: Burien City Council
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Seahurst Post Office
Web site: www.burienwa.gov
White Center Now



Notice of Application

City of Burien 400 SW 152nd Street, Suite 300 Burien, Washington 98166-3066

Date	September 1, 2015
Applicant	Terry Jensen
Proposal	The City of Burien, Community Development Department has received a Type 1 Land Use application for a Critical Area Review and Variance Permit for construction of two (2) single family dwellings on two (2) parcels (1 dwelling per parcel) within a Landslide Hazardous Area.
File No.	PLA 15-1652 File is available for viewing at Burien City Hall during regular business hours.
Location	24XX Southwest 154 th Place
Tax Parcel No.	242303-9190 and 242303-9191
Current Zoning	RS-12,000
Application Submitted/Complete	Submitted: August 6, 2015 Complete: August 25, 2015
Other Permits Needed	Building Permit, and Right-of-Way Use Permit
Other Studies Needed	None at this time
Existing Environmental Info.	<ul style="list-style-type: none">• June 4, 2015 Updated Wetland & Stream Reconnaissance for Parcel 242303-9190 by John Altmann, Ecologist, of Altmann Oliver Associates, LLC, Carnation WA• Updated Geotechnical Engineering Study Three Tree Point 24XX SW 154th Place, prepared by Keven D Hoffmann, EIT, of Earth Solutions NW LLC, Bellevue WA• Technical Information Report prepared by Mark X. Plog, PE, PLS of PLOG Consulting, Seattle WA
Review Process and Public Comment	The decision on this application will be made by the Community Development Director. Prior to the decision, there is an opportunity for the public to submit written comments. Written comments must be received prior to 5:00 p.m. Tuesday, September 23, 2015. Send written comments to the project planner (see below). Please indicate your name and address and refer to the file indicated above. Only people who submitted comments as indicated above may appeal the decision on this application.
Project Planner (for written comments and more information)	Brandi Eyerly, AICP Department of Community Development City of Burien 400 SW 152 nd Street, Suite 300 Burien, WA 98166 Phone: (206) 248-5519 E-Mail: BrandiE@burienwa.gov
Published in the Seattle Times	Date of Notice: September 1, 2015

cc: Burien City Council
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Notice of Application

City of Burien

400 SW 152nd Street (Suite 300)

Burien, Washington 98166

Date September 11, 2015

Applicant Tony Puloka

Proposal Short plat 1 residential lots into 2 residential lots

File No. PLA 15-1624

File is available for viewing at Burien City Hall during regular business hours

Location 804 SW 122nd Street

Tax Parcel No. 374460-0140

Current Zoning RS-7200 (Residential Single-Family)

Application Submitted/Complete Submitted: August 3, 2015
Complete: August 31, 2015

Other Permits Needed Right-of-way use & Construction Permits

Review Process and Public Comment The decision on this application will be made by the Community Development Director. Prior to the decision, there is an opportunity for the public to submit written comments. **Written comments must be received prior to 5:00 p.m. on October 11, 2015.** Send written comments to the project planner. Please indicate your name and address and refer to the file indicated above. Only people who submitted comments as indicated above may appeal the decision on this application.

Project Planner (for written comments and more information) Brandi Eyerly, AICP, Planner
Department of Community Development
City of Burien
400 SW 152nd St. (Suite 300)
Burien, WA 98166
Phone: (206) 248-5519 E-Mail: BrandiE@burienwa.gov

Published in the Seattle Times Date of Notice: September 11, 2015

cc: Burien City Council
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SEPA Determination of Nonsignificance (DNS) and Adoption of Existing Environmental Document WAC 197-11-600

City of Burien 400 SW 152nd Street (Suite 300)

Burien, Washington 98166

Date August 14, 2015

Applicant City of Burien

Proposal Updates include modifications to BMC Section 20.30.025, Critical Areas, incorporating and correctly reference the most recent version of the critical area regulations as adopted by Ordinance No. 624. Other amendments include portions of BMC Section 20.30.050 to align zoning designations with approved land use designation changes around Lake Burien as approved by Ordinance No. 614.

File No. 2015 Limited Shoreline Master Program Amendments
File is available for viewing at Burien City Hall during regular business hours.

Location Proposed regulations apply within 200 feet of the ordinary high water mark of Puget Sound and Lake Burien.

Lead Agency City of Burien

Adopted Document Information

- City of Burien SEPA DNS for Critical Area Regulation Amendments, issued May 6, 2015.
- City of Burien SEPA Addendum for Land Use Designation Amendments, issued November 20, 2014.

No challenges were received for the above referenced documents.

These documents are available for review at City Hall during regular business hours.

Environmental Determination The lead agency for this proposal has determined that the proposal does not have a probable significant adverse impact on the environment. An environmental impact statement (EIS) is not required under RCW 43.21C.030(2)(c). This decision was made after a review of completed environmental checklists and other information on file with the lead agency. This information is available to the public upon request.

This Determination of Nonsignificance is specifically conditioned on compliance with the applicable regulations set forth in the Burien Municipal Code.

All information relating to this proposal is available to the public upon request.

Public Comment and Appeal Process This DNS is issued under 197-11-340 (2). The lead agency will not act on this proposal for 14 days from the date above. Written comments must be submitted by August 28, 2015. Questions regarding the DNS or proposal above may be directed to David Johanson at 206-248-5522 or davidj@burienwa.gov.

SEPA Responsible Official Charles "Chip" Davis, AICP
Community Development Director
City of Burien
400 SW 152nd Street (Suite 300)
Burien, WA 98166

Signature: _____

cc: Burien City Council
Burien City Staff
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Notice of Decision

City of Burien 400 SW 152nd Street, Suite 300 Burien, Washington 98166-2209

Date	September 3, 2015
Applicant	Jeremy Rene, Rene Architecture for Ted Saedi (property owner)
Proposal	Type 1 Land Use Review & SEPA Checklist Review for the construction of a 32 unit apartment building
File No.	PLA 15-0688
Location	126xx Ambaum Blvd. SW, Burien, WA
Tax Parcel No.	374460-0825
Decision	Approval of Type 1 Land Use & SEPA Checklist Review, subject to conditions.
Appeals	The City of Burien has issued the decision described above. Parties of record may appeal this decision to the Hearing Examiner pursuant to Burien Municipal Code Section 19.65.065.5. The deadline for filing a written Notice of Appeal with the City Clerk is prior to 5:00 p.m. on September 17, 2015 . Copies of the "Notice of Appeal" document may be obtained at the Department of Community Development. There is a non-refundable filing fee of \$309 for the submittal of an appeal. For more information please contact the project planner (see below).
Property Tax Revaluation	Affected property owners may request a change in valuation for property tax purposes notwithstanding any program of revaluation. For more information, please contact the King County Assessor's Office at (206) 296-7300.
Project Planner	Stephanie Jewett, AICP Department of Community Development City of Burien 400 SW 152 nd Street (Suite 300) Burien, WA 98166-3066 Phone: (206) 439-3152 E-Mail: stephaniej@burienwa.gov
Attachments	Conditions of approval

CONDITIONS OF APPROVAL

Ambaum Apartments

File No. PLA 15-0688

1. This application is subject to the applicable requirements contained in the Burien Municipal Code (including but not limited to the Zoning Code, Building Code and Fire Code), the 2009 King County Surface Water Design Manual and the 2009 Stormwater Pollution Prevention manual as adopted by the City of Burien (ref. BMC § 13.10.020) and the 2008 Burien Road Standards. It is the responsibility of the applicant to ensure compliance with the various provisions contained in these documents. See Attachment 2, Development Requirements, for a summary of the City's Development Standards. **Land use approval does not guarantee that the number of dwelling units proposed can be accommodated on the subject parcel.**
2. Prior to the issuance of development permits, the Applicant shall:
 - a. Address the comments presented in the Development Review Engineer's memorandum dated August 28, 2015.
 - b. Address the comments presented in the Surface Management Engineer's memorandum dated July 2, 2015.
 - c. Submit revised plans detailing the exact location and functional layout of the required 6,400 square feet of common recreational space proposed for the development. The common recreation space shall comply with the minimum standards of BMC 19.17.010.1 B and C and the required play space for children shall be clearly defined. **Note that the dimensional requirements for common recreational space may result in revisions to the proposed building layout or the number of residential units that can be provided on the site.**
 - d. Submit a tree retention plan indicating how the requirement for the retention of 1 significant tree on site will be met and a tree protection plan to be used during construction for any significant trees to be retained. If this required number of significant trees cannot be retained, the required number of significant trees that are removed shall be replaced with:
 - 1) Transplanted significant trees; or
 - 2) New trees measuring three-inch caliper or more, at a replacement rate of one and one-half (1.5) inches diameter for every one inch diameter of the removed significant tree; or
 - 3) New trees measuring less than three-inch caliper at a replacement rate of two inches diameter for every one inch diameter of the removed significant tree.
 - e. Submit a revised detailed landscape and irrigation plan for review and approval

